

## Communications Manager

Harrison Township seeks qualified applicants for the newly created position of Communications Manager. The Communications Manager will develop and plan community marketing projects that will promote the township's image, services, programs, events, and current news through the township website, social media, meetings, newsletters, and media announcements. In addition, this position will work closely with the Township Administrator and departments to develop and convey requests and messages to internal departments, media, businesses, community groups, visitors and residents of the township. The Communications Manager will coordinate and oversee all marketing functions for the township, as well as serve as acting Public Information Officer in the event of a township emergency in coordinating communications to all media and internal departments. This position will also attend and represent the township at public functions, Board of Trustee meetings and community events.

The township is recovering from the 2019 Memorial Day tornadoes and is facing challenges that all inner-ring suburbs in America are facing. However, we are positioned to invest in our community and will be adopting a strategic plan to guide our revitalization efforts. This position will be integral in working with our residents, businesses, media and resource partners to promote the strategic plan and all of the positive programs and activities underway in the township.

The ideal candidate will meet the following minimum requirements; Graduate from a college or university with a Bachelor's Degree in Public Administration, Political Science, Communications, Marketing or Journalism, Business Management, or closely related field, and four (4) years of increasingly responsible related experience, or any equivalent combination of education and/or experience. The Communications Manager should have working knowledge of communications, media, graphics, website publishing and reports, in addition to newsletters and other publications.

For the detailed job description please visit [www.harrisontownship.org](http://www.harrisontownship.org). Salary range \$49,000 - \$67,000 to be determined by experience and qualifications. Submit a cover letter and resume to Shonda Hill, Executive Secretary at [shill@harrisontownship.org](mailto:shill@harrisontownship.org). Resumes will be accepted until 4:30 p.m. on Friday, May 14, 2021.