



# JOB OPPORTUNITY CITY OF MANASSAS

## **COMMUNICATIONS COORDINATOR**

The City of Manassas, 10 square miles not too far from Washington, D.C. full of unique shops and restaurants. It's a small city that feels like home in the middle of Northern Virginia. The City of Manassas is seeking a Communications Coordinator under the direction of the Communications Manager in the City Manager's Office. This person will assist the Communications Manager in promoting the City of Manassas, educating and informing residents about events, public health, City Council information, and department happenings.

**The advertised hiring range for this position is: \$52,852.80 - \$70,012.80/DOQ**

We are looking for a person with a passion for excellence in communications and helping the public understand local government and how to get involved. The position needs a well-rounded communications professional with experience in a variety of communications programs, to include:

- Social media
- Website
- Print
- Media relations
- Emergency communications
- Public Relations and Marketing
- Knowledge of television programming/video
- Writing press releases
- Graphics

### Requirements

Bachelor's degree in Communications or related field; supplemented by two (2) to three (3) years of experience in website design and maintenance, public relations and marketing, or related field.

Candidates with Spanish speaking ability would be a plus!

In order to be considered for this opportunity, please apply on the City site: [www.manassascity.org/jobs](http://www.manassascity.org/jobs).