



## **COMMUNICATIONS COORDINATOR (Full-Time)**

Upper Merion Township, located in King of Prussia, PA is looking for a Communications Coordinator to execute projects, engage and inform social media followers, and assemble internal/external information, according to the goals, objectives and branding set forth within the Public Information Office. The Communications Coordinator will be responsible for adhering to stringent work deadlines; following through on multiple projects with minimal supervision; and working in a fast-paced work environment while handling multiple priorities simultaneously.

The Communications Coordinator will be responsible for expanding visibility of the township through multiple social media platforms, website, electronic and printed newsletters, press releases, media alerts, LED sign messaging, and the township cable channel UMGA-TV. The Communications Coordinator will also maintain administrative duties, develop an analytics portfolio, as well as support internal departments for on-going projects related to the Public Information Office and the township.

The duties of the **Communications Coordinator** included (but not limited to):

- Implement, manage, coordinate, and update social media content for all township departments to ensure guidelines and policies are maintained.
- Collaborate with all departments and divisions to create and publicize items of public interest
- Develop analytical reports for website, social media, and additional communication related programs
- Analyze, review, report and translate anecdotal or qualitative data into recommendations and plans for revising social media campaigns.
- Assist CPIO in developing unique online and television programming.
- Develop and expand community outreach efforts with local municipalities and Montgomery County officials.
- Collaborate and manage special projects set forth by the CPIO.
- Assist other departments with departmental and township promotion and branding.
- Assist in creating and editing news releases, feature articles, and promotional materials for township publications.
- Assist in summarizing Board of Supervisors workshops and business meetings for web content.
- Assist in the creation and maintenance of the township website content
- Support upper management for general or emergency communications.
- Assist in developing sustainable marketing and branding opportunities within the Public Information Office.
- Monitor and respond to citizens at the Public Information Office window.
- Oversee design profile. (i.e., Facebook timeline cover, profile pictures, Twitter, Instagram, Pinterest)
- Assist in researching content for public and employee online and print newsletters.
- Assist in coordinating the media for township events.
- Assist UMGA staff and other departments with photography and videography services for township events, to be used on website, social media, and in promotional materials
- Other duties as assigned. (e.g. clerical, transcribing, phone follow-ups, etc.)

### **Minimum Qualifications:**

- Bachelor's Degree in Communication, Journalism, Public Relations, Fine Arts or related field from an accredited College or University and 3 years of experience as a Communications Coordinator or similar position.
- Must have a valid driver's license

### **How to Apply:**

- For immediate consideration, applicants should complete an employment application by visiting [https://www.umtownship.org/?wpfb\\_dl=3158](https://www.umtownship.org/?wpfb_dl=3158) and submit the **full job application, cover letter and resume** via email to: [hr@umtownship.org](mailto:hr@umtownship.org). Applications will be accepted until position is filled.

**Equal Opportunity Employer**

