



EMPLOYMENT NOTICE

The City of Manor is seeking a qualified Marketing and Communications Coordinator candidate.

Under the general administrative direction of the City Manager or designee, the Marketing and Communications Coordinator manages public information communications, which includes media relations and publicity activities to inform the public, foster civic involvement, and heighten awareness of City activities, services, and programs; to coordinate activities designed to provide external and internal audiences with current information regarding all aspects of City operations and services.

Reports to:

City Manager

Essential Functions:

NOTE: Regular attendance is considered an Essential Function of this position.

- Provide communications and media relations support to city management and council, including coordinating key messages, talking points, media Q&A, and writing columns, letters, and speeches.
- Serve as a resource for identifying potential public relations issues and collaborating on strategic solutions.
- Serve as the city's media representative with print, broadcast, and online media. As needed, serve as the City's spokesperson in media interviews.
- Provide support to city management and council in media relations.
- Coach staff in media response. Maintain current media contacts database. Work with media outlets to encourage favorable coverage of events.
- Plan and host press conference events.
- Manage marketing programs and initiatives, monitor communication strategies, create educational video and graphic content, and develop informational initiatives.
- Assists with the city's public website management through regular updates and content creation, including copy and graphics.
- Provide customer service, presentations, and correspondence to the public, partners, and stakeholders.
- Coordinate the city's communications and marketing efforts, including graphics, video, and marketing/advertising support.
Coordinate and develop marketing materials consistent with the City of Manor's design quality and brand image.
- Evaluate and report on the success of city social media by gathering and analyzing data and providing feedback from social media trends and research.

- Attend public and/or internal meetings to capture and record images and videos of presentations and other events for internal purposes or use in city communications.
- Assists with special projects and a wide range of communication tasks as needed or assigned.
- Establish and oversee an internship and volunteer program with local high schools and colleges.
- Other related duties as assigned.

Working Conditions:

The work conditional characteristics described here represent those encountered by an employee while performing the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform these functions.

- A portion of work takes place in an outdoor setting in extreme temperatures, including heat, cold, temperature swings, and inclement weather. Subject to sunburn and other sun exposure-related incidents.
- Will include flexible hours, including weekends, holidays, and some after-hours work or overtime work in response to emergencies and meetings.
- Stressful situations are inherent to this position.
- Work may require travel, including overnight stays, training, and conducting City business.

Education/Experience Required:

- Bachelor’s degree in communications, Film/TV/Digital Media, Graphic Design, Marketing, Journalism, or any other related field.
- Minimum of one-year related work experience.

Other Requirements:

- Valid Texas Class C Driver’s License with a satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test and non-DOT physical.
- Bilingual preferred

Department: Administration

Essential Personnel

Location: Manor, Texas

Job Status: Part-Time/ Full-Time

FSLA Classification: Non-exempt

Hourly Rate: \$21.58- \$23.24

Schedule: Monday – Friday, 8:00 AM – 5:00 PM

Job Close Date: Open until filled

For a complete job description, please contact the City of Manor Human Resources Department at (512) 272-5555.

Please send your City of Manor application to: jobs@manortx.gov

The City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.

The City of Manor is an Equal Opportunity Employer