

September 11, 2017

FLSA Status: Non-Exempt

J O B P O S T I N G

TITLE: COMMUNITY OUTREACH COORDINATOR
(FULL TIME)

LOCATION: Delhi Charter Township
Clerk's Office
2074 Aurelius Road
Holt, Michigan 48842

GENERAL SUMMARY: Under the supervision of the Township Clerk, provides news and information on Township and community activities and events to residents and the media. Maintains the Township website, electronic message board and social media accounts. Drafts and/or edits Township e-news and print publications. Creates various forms, flyers and web graphics. Works with Township staff and coordinates all media inquiries, press releases and organizational events with the Township Manager's Office. Processes passport applications.

EMPLOYMENT QUALIFICATIONS:

Education: Equivalent of an Associate's Degree in Writing, Communications, Human Services or related field.

Experience: One to two years of related experience in outreach coordination, web design, publications, writing or related field. Some municipal experience preferred.

Other Requirements: Ability to obtain designation as a Passport Acceptance Agent. Skill in effectively communicating ideas and concepts orally and in writing. Skill in the use of office equipment and technology, including computers and related software.

PROBATIONARY PERIOD: 12 months

2017 SALARY RANGE: (Pay Grade 6) \$18.82 - \$22.59/hour

APPROXIMATE STARTING DATE: November 1, 2017

HOURS TO BE WORKED: 8:00 a.m. – 5:00 p.m. Monday - Friday

APPLICATION DEADLINE: Open until filled

Must apply in person at the Delhi Township Manager's office at 2074 Aurelius Road, Holt, Michigan.

A complete job description is available upon request.