

POSITION ANNOUNCEMENT

SR. MARKETING & OUTREACH COORDINATOR

Public Information & Marketing Section

The City of Duluth, Georgia is accepting applications for the full-time position of **SR. MARKETING & OUTREACH COORDINATOR** in the Public Information & Marketing Section of the Economic Development Department. Work occurs mostly during the week and occasionally on nights and weekends as needed.

This position is responsible for providing general marketing administrative activities, developing, and maintaining a proactive media relations program, dispensing newsworthy information to the media, informing the public in order to advance the visibility of branding, activity programs, general information to the public, and ensuring that the city's key messages reach the intended audience.

This position is also involved in activity support with city-sponsored events for the Economic Development & Marketing Department. Organizational, communication, computer, marketing, and customer service skills are a must.

A bachelor's degree from an accredited college or university in Marketing, Business, Public Administration, or related field is required. Previous work experience in marketing, computer production of marketing materials, event planning, and customer service is preferred. Two years of work experience in a professional-level capacity in a marketing-related area is required. All candidates are subject to a background investigation including criminal history.

The hiring range is an annualized salary of \$60,000 - \$80,000; Grade 25A). Starting salary is based on qualifications. A comprehensive package of fringe benefits is offered.

METHOD TO APPLY: Interested applicants should submit a completed job application, comprehensive resume, and proof of education. Telephone, online, and in-person interviews may be conducted. Not all applicants will be interviewed. The complete job description is available on our website at: https://duluthga.net/services/human_resources/career_opportunities/index.php.

For questions about the hiring process contact Jocelyn McGiboney at 770-497-5287 or careers@duluthga.net

For questions about the job duties contact Alisa Williams at 678-475-3506 or awilliams@duluthga.net or Chris McGahee at 770-497-5309 or cmcgahee@duluthga.net

Posting Date: 4-22-2024; open until filled, subject to close at any time without notice

The City of Duluth is an Equal Opportunity Employer. The City will conform with all applicable local, state, and federal laws concerning employment, and will not illegally discriminate with regard to age, sex, sexual orientation, gender identity, race, color, religion, national or ethnic origin, disability, genetic information or other legally protected status or classification, except where mandated or permitted by law as a bona fide occupational qualification.

It is the policy of the City of Duluth to provide equal employment opportunities for all applicants and employees. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and other terms and conditions of employment. The City of Duluth, in

*compliance with Federal law, will provide reasonable accommodations to qualified individuals with disabilities.
Prospective and current employees are encouraged to discuss potential accommodations with the employer.*