



# *Town of Mooresville*

## *Recruitment Announcement*

*August 9, 2011*

**Position:** **Community Information Coordinator**

**Department:** **Town Manager's Office**

**Salary Range:** **\$48,195 - \$75,374**

**Application Deadline:** **August 23, 2011**

**Description:**

An employee in this position will develop and administer a program of internal and external communication for the Town that encourages open communication and civic engagement. The employee will serve as an information conduit for the community and provide information to the public, media, and town employees on programs, services, issues and policies. The employee must exercise considerable initiative, imagination and independent judgment to develop and implement programs. Work requires continuous contact with a variety of public officials, community leaders, media representatives and the general public. Work is performed under general supervision of the Town Manager and is evaluated based on the recognized success of communications programs and civic engagement.

**Minimum Requirements:**

Bachelor's degree from an accredited college or university in English, journalism, public or community relations, marketing, or a related field, and 3-5 years of experience in responsible public relations or related work with experience in local government or in a public organization preferred; or any equivalent combination of education and experience.

**Hours:**

8:30am – 5:00pm (Monday – Friday)

**Other Information:**

Possession of a valid NC Driver's License.

**How to Apply:**

Applications will be accepted at the Human Resources Department, 413 N. Main Street, Mooresville, NC 28115. Applications can be downloaded from the website: [www.ci.mooresville.nc.us](http://www.ci.mooresville.nc.us). Resumes will NOT be accepted in lieu of a Town of Mooresville application and applications will NOT be accepted after the closing date.

**Benefits:**

Paid Leave; 11-12 paid holidays; partially paid medical, dental and vision insurance; local government retirement; 401(k); life insurance; flexible spending account; direct deposit.

An Equal Opportunity Employer

