

The City of Saratoga is recruiting for the position of

Communications Assistant

(Temporary, part-time, 15 hours per week)

\$19-\$24 per hour, commensurate with experience



THE PROCESS

One part-time, temporary position is available now. The position is open until filled; applications review is ongoing.

To be considered for this opportunity, please apply online through www.calopps.org and click on the member agencies, followed by the City of Saratoga. A resume and letter of interest (cover letter) are required along with the completed online application.

ABOUT THE POSITION

The City of Saratoga has a temporary, part-time Communications Assistant position available to provide support for the City's communications program. The ideal candidate will have strong writing skills and experience in print and digital media communications, marketing, and community engagement, with a strong attention to detail.

Some of the various projects and responsibilities include:

- Assists with research analysis, preparation and writing of e-newsletters, social media posts, blogs, and updates to the City's website.
- Assists with evaluating and researching best practices for social media engagement and maximizing online and digital tools for community education and information sharing.
- Prepares and edits promotional materials such as flyers, brochures and pamphlets.
- Tracks projects and media exposure.
- Assists with and helps implement City community engagement activities and strategies.
- Researches policy initiatives that will be brought to the City Council and prepares supporting documentation.
- Assists with special communications and community engagement projects as needed.

QUALIFICATIONS

- Graduation from High School or equivalent with demonstrated experience in communications, social media marketing, and community engagement. Bachelor's degree in Marketing, Communications, Journalism, English, or related field is not required but is desirable.
- Knowledge of social media platforms including Facebook, Twitter, Instagram, Nextdoor, LinkedIn; Social media management tools including Hootsuite and analytics tools; Rules of English grammar and writing; Editing and research skills; Desktop software such as Microsoft Word, Excel and PowerPoint; Digital media marketing tools, such as Constant Contact, and content management systems.
- Ability to communicate effectively, orally and in writing, and work cooperatively with City staff; Perform research work and prepare clear and concise reports; Work independently, under general direction; Plan, develop, review and complete projects in a timely manner; Interpret and apply administrative and departmental policies and procedures; Establish and maintain effective working relationships with those contacted in the course of work.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform to the essential functions of this job with or without reasonable accommodation.

Ability to sit for long periods of time, stoop, kneel, crouch, reach, finger, grasp, write, and perform repetitive motions; Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively; Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form; Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment; Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move, climb, walk safely on even and uneven grounds, or maneuver in whatever way may be necessary to successfully perform the duties of their position; Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in a general office environment.

To learn more about the City of Saratoga, visit www.saratoga.ca.us