



# City of Nappanee

300 West Lincoln Street  
P.O. Box 29  
Nappanee, IN 46550-0029

[www.nappanee.org](http://www.nappanee.org)  
Office: (574) 773-2112

## **Job Opening** **Director of Community Outreach**

**Date of Announcement:** June 23, 2017

**Department:** Mayor's Office

**Position:** Director of Community Outreach

**Status:** Fulltime

**FLSA Status:** Salary, Non-exempt

**Application Deadline:** July 14, 2017 or until position is filled

### **JOB SUMMARY:**

As the Director of Community Outreach (DCO), this position communicates events, activities, and policies planned for the City, as well as, promotes the City of Nappanee to both residents and visitors. Skills required include written, oral, and graphic communication, social media, marketing, and public relations. It is necessary for this person to be team-oriented with the capability to coordinate with various agencies in the city to integrate and collaborate on events and marketing opportunities.

### **Essential duties and responsibilities:**

*The following duties are normal for this position: They are not to be construed as exclusive or all-inclusive.*

- Assists Mayor and coordinates with other community organizations to build a website that is visually appealing, easily navigated, and readily expandable for new features.
- Maintains and update the City website, Facebook, Twitter, and future social media platforms.
- Serves as primary information officer for the City.
- Develops, implements and maintains a social media strategy and presence which reaches all of Nappanee's demographics.
- Coordinates all internal and external communications and media relations for the City. Schedules all media interviews.
- Establishes and maintains highly effective relationships with media outlets.
- Assists the Mayor along with community leaders and other stakeholders in on-going dialog involving City initiatives.
- Develops and implements innovative ways of achieving public engagement and involvement.
- Assists City departments in preparing reports and presentations to inform the public and stakeholders about City affairs.

- Develops communication strategies to insure the City is reaching minority and economically disadvantaged populations.
- Creates City-wide mailings, project information flyers, etc. and be responsible for Employees' Newsletter
- Performs other related duties as required.
- Reports directly to Mayor's office.

**Minimum Training and Experience Required:**

- Bachelor Degree preferred in Journalism, Communications, Public Relations/Affairs or related field.
- Experience working in public agency is preferred.
- A minimum of four (4) years' experience in a related position or equivalent combination of education, training and experience.

**Minimum Physical and Mental Abilities Required:**

- Ability to exert physical effort in sedentary to light work.
- Ability to operate a variety of automated office machines.

**Language Ability, Skills and Interpersonal Communication:**

- Proficient in verbal and written communications.
- Skilled at using Microsoft Office and document design software.
- Extensive experience using a variety of social media platforms (Facebook, Twitter, Instagram, etc.)

**Environmental Adaptability and Work Hours:**

- Ability to work effectively in an office environment.
- Monday thru Friday, 8:00 a.m. – 5:00 p.m., with some evenings and weekends required.

Applications available in Clerk's Office, 300 W. Lincoln St., Nappanee or online at [www.nappanee.org](http://www.nappanee.org). Click Job Opportunities.