



Charles County Government
DEPARTMENT OF HUMAN RESOURCES
EMPLOYMENT ANNOUNCEMENT

Communications Coordinator

County Administrator's Office

The Communications Coordinator is part of a fast-paced, deadline-driven, and results-oriented Public Information Office. This position requires a flexible, team player with an understanding of and interest in social media, with a demonstrated ability to use social media strategically to communicate key messages. An integral part of this position is producing content for Charles County Government's social media sites, including updates, maintenance, and monitoring. The ideal candidate has superior customer service skills, is a self-starter that completes tasks independently, and is able to respond to inquiries from internal and external clients, including requests for public notices and the general public, via email, online, and by telephone. The position also assists with planning and coordination of news conferences, special projects, displays, and other Public Information Office events. The Communications Coordinator will use various communications services to monitor broadcast and online news sources to ensure accurate information is posted. Will draft news releases and talking points; conduct interviews and prepare articles for internal publications, research background information for publications and projects as assigned. Requires an Associate's degree in Communications, Journalism, Public Relations, or related field, or any acceptable combination of education, training, and experience that provides the knowledge, abilities, and skills may be substituted on a full-time, year-for-year basis. Requires social media platforms and usage, included but not limited to Facebook, Twitter, Instagram, Google+, YouTube, and LinkedIn. Must have the ability to communicate effectively orally and in writing, work efficiently under pressure. Excellent writing, interpersonal, and customer service skills. This position will require some field work. This position requires a valid driver's license. Please include resume with application. **Starting Salary:** \$43,665 per year. **Closing date:** August 15, 2014.

Charles County Government offers excellent benefits including a defined benefit pension plan, deferred compensation, generous leave and health care programs. The Charles County Pension Plan honors portability of eligible prior Maryland State and local government service in other defined benefit pension plans. Applicants must submit a completed Charles County Government employment application and resume by the closing date to be considered for this position. Applicants are encouraged to apply online at www.CharlesCountyMD.gov. Employment applications are also available at the Charles County Government Building in the Department of Human Resources; at all Charles County Libraries; and the Maryland Department of Labor, Licensing and Regulations in Waldorf. Submit application to the Department of Human Resources, Charles County Government Building, P.O. Box 2150, La Plata, Maryland 20646. Applicants with special needs, please contact the Department of Human Resources voice phone number 301-645-0585 or MD Relay Service TDD 711. Call our job hotline on Mondays for an updated listing of job opportunities: 301-645-0600.

Equal Opportunity Employer
We Value Diversity

Your Charles County Government Connection...

Recruitment • Benefits • Training

P.O. Box 2150 • 200 Baltimore Street • La Plata, MD 20646 • 301-645-0585 • 301-870-2681

Fax: 301-645-0586 • Job Hotline: 301-645-0600 • E-Mail: DHR@CharlesCounty.org

Maryland Relay Service: 711 • Relay Service TDD: 1-800-735-2258 • Equal Opportunity County

Visit us online at www.CharlesCountyMD.gov



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