

I am looking to hire a key position in my City Council office, my communications and community outreach coordinator. I am looking for someone who thrives in a fast paced environment, juggles multiple tasks with ease, learns quickly, writes well, and who excels at helping people solve problems. Communications responsibilities include media relations and management of our website, newsletter, and social media. Community outreach activities include event planning, addressing constituent concerns, and organizing volunteers. We have a small office and candidates must collaborate well with others and be willing to learn new things. Submit a resume, cover letter, and a writing sample to Council Member Alison Alter via email to district10@austintexas.gov.

A fuller job description follows.

Call for Applicants: Communications and Community Outreach Coordinator

The office of Austin City Council Member Alison Alter invites applicants to fill a key position as Communications and Community Outreach Coordinator. This person will work closely with Council Member Alter and the District 10 team to deliver information to the public, plan and run community meetings, assist community volunteers, and help constituents interface with city departments to solve problems in the district.

Duties:

- Manage media relations
- Draft press releases
- Create and post social media content (Twitter, Facebook, Nextdoor)
- Write and produce email newsletters and our website
- Draft talking points and other communications
- Respond to communications from the public
- Assist constituents via email, phone, and in person
- Coordinate and advertise community events
- Lead community organizing activities
- Represent the Council Member in the district
- Develop policy expertise as needed
- Provide graphic design support
- Manage community outreach databases
- Other office duties as needed

Ideal Candidate(s) would demonstrate:

- Creative and critical thinking
- Strong communication and writing skills
- Ability and desire to help people solve problems

- Attention to detail paired with political good sense
- Eagerness to learn quickly and be a self-starter
- Passion for public service, politics, public policy, and good governance
- Teamwork and collaboration
- Consistent follow-through and ability to multi-task
- Patience and a willingness to listen
- Comfortable with public speaking
- Good judgement and professionalism
- Experience working with the media
- Comfort and agility with social media
- Proficiency with content-production software such as Adobe Creative Cloud suite

All applicants should have a Bachelor's degree in a relevant field.

This is a full time position with city benefits.

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