



The Office of Councilmember Carlos Garcia is seeking a full-time Communications Coordinator to focus on brand management and media/community partnership building. Primary responsibilities include assisting with all aspects of strategic communications including press, social media, and mass communications.

The ideal candidate will be a self-starter who is highly motivated, detail-oriented, creative, and enthusiastic, with experience in print and digital media strategy, graphic design, and video and photo editing.

#### Who We Are:

The District 8 Team serves a diverse constituency from South Mountain to Roosevelt Row and from 59th Avenue to the Phoenix/Tempe border. We are a dynamic team who are rooted in the idea of “Putting People First.”

This position reports directly to the Chief of Staff and serves at the pleasure of the Councilmember.

#### What You’ll Do:

- Manage the Councilmember’s social media platforms and website
- Create graphics and flyers
- Plan and organize district-based press conferences
- Build and manage media relations
- Write speeches for media and community events
- Draft statements, releases, and op-eds
- Photograph and video-record the Councilmember at events
- Be part of a dynamic team in public service

Who you are: we are seeking candidates who are looking to use their talents to build up community.

#### You’ll also need:

- The smarts to think on your feet in a fast paced environment.
- Basic knowledge of government function and public administration procedures.
- The highest level of integrity, confidentiality, and workplace ethics.
- Extensive knowledge of Microsoft Suite
- Excellent writing skills with strong editing, proofreading, and organizational skills.
  - Spanish bilingual preferred
- Creativity with strong proficiency in crafting digital content

#### Qualifications:



- Experience in digital or print communications for at least 2 years.
- Experience managing multiple projects and people.
- A track record of developing and maintain strong working relationships with a diverse group of stakeholders. Many of our constituents are part of marginalized communities, such as people of color, people with disabilities, low-income people, people without shelter, and immigrants.

What else you should know:

- Full time salaried position. \$50,000-\$60,000 depending on experience plus benefits, including medical, vision and dental, generous paid vacation and holidays, and retirement and pension plan options.
- Flexibility and availability to work long hours and when necessary, weekends.
- The position requires an initial drug test.

#### APPLICATION PROCEDURE:

Please send a cover letter and resume to Chief of Staff Adriana Garcia Maximiliano [Adriana.garcia.maximiliano@phoenix.gov](mailto:Adriana.garcia.maximiliano@phoenix.gov) with the subject line: COMMUNICATIONS COORDINATOR by September 23<sup>rd</sup>, 2022. Questions can also be submitted to the same email.