City of University Heights
Career Opportunity Announcement
Communications and Civic Engagement Coordinator

LOCATION: City Hall
2300 Warrensville Center Road
University Heights, Ohio 44118

REPORTS TO: Mayor
DEPARTMENT: Administration
SALARY: Commensurate with experience

POSITION SUMMARY:
The Communications and Civic Engagement Coordinator is a full-time employee responsible for media, outreach, constituent services, and the promotion of quality of life in the community.

DUTIES AND RESPONSIBILITIES:
• Serve as the media contact for the city, prepare press releases, handle media inquiries.
• Run and/or take lead on the city website and social media platforms.
• Assist mayor, administration, and others in city government to better communicate with the public.
• Develop and implement constituent services/case management program for constituent issues/complaints.
• Develop and implement quality of life projects for the benefit of city residents.
• Work as a team with other administration employees to promote and enhance administration projects.
• Coordinate with Economic Development Director in improving city’s business climate.
• Coordinate with Community Development Coordinator on promoting housing programs.
• Coordinate with Special Projects Coordinator on new city magazine and other projects.
• Assist mayor with citizen committee program and other forms of community collaboration.
• Organize and promote community meetings and townhall forums.

MINIMUM REQUIREMENTS:
• Bachelor’s Degree in Political Science, Communications, Public Relations, Journalism, or related field.
• Three years of experience in communications and constituent services.

SKILLS REQUIRED:
• Superior verbal, written, analytic, creative, and computer skills.
• Social media savvy.
• Highly organized and detail-oriented.
• Ability to facilitate meetings, create and advance projects.
• Ultimate team player, spokesperson, facilitator.

COMPENSATION:
• University Heights offers competitive salaries with benefits.
• Salary range for this position is dependent upon experience.

TO MAKE APPLICATION:
Submit a cover letter and current resume either online, or send to:
City of University Heights, Office of the Mayor
2300 Warrensville Center Road
University Heights, Ohio 44118
mayor@universityheights.com

The City of University Heights is an Equal Opportunity Employer.
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