

Borough of Jefferson Hills seeks a Communications Coordinator.

The Borough of Jefferson Hills, Allegheny Co., PA, is seeking an individual for the position of Communications Coordinator. This position coordinates and executes the communications strategy for the Borough of Jefferson Hills. This individual serves as the primary copywriter for the Borough and strives to increase the visibility of Jefferson Hills by communicating across a variety of mediums, including print, website, and social media. The Borough's primary audiences include current and potential residents, visitors, businesses, and developers.

The Communications Coordinator must be able to coordinate print and online communications; write and generate content for press releases; manage Borough websites, newsletters, brochures and other informational materials; and work with all Borough departments to ensure that program and event information is communicated in a timely and consistent manner. This individual will have the ability to effectively communicate, both orally and in writing, to a variety of constituencies, possess strong interpersonal and organizational skills, and be adept at managing multiple projects simultaneously. This individual will also lead Borough efforts to identify and apply for various grants.

The successful candidate will have a bachelor's degree in public relations, journalism, communications or related field from an accredited college or university and 3-5 years of related experience in public relations, journalism, or related field. Grant writing experience is preferred. A valid Pennsylvania Driver's License is required as is the ability to pass a criminal background check.

If interested, please submit a resume and cover letter to Borough Manager, John Stinner, via email at jstinner@jeffersonhills.net, or call 412-655-7735 if you have any questions.