

JOB POSTING

COMMUNICATIONS Communications Associate

Position Summary

Cranberry Township, Butler County, is seeking applicants for a part-time regular position Communications Associate in its Communications Department. Cranberry Township is a thriving residential and business community that is constantly striving to build connections between the local government and its residents, business owners and visitors. The Communications Department is responsible for developing and executing Township wide internal and external communications, and promoting the Township and its programs and services, as well as the Township as a whole, connecting Township residents, businesses, and communities with information about their community, government, and services.

This position is responsible for the creation (design and writing content) and production of content for Township communications and the maintenance of Township digital sources, including the Township's content-management websites and social media platforms. This position will also assist in utilizing data analytics to assist with improving Township communications and digital content as well as assist in establishing and implementing community outreach initiatives.

Position Information

Required Qualifications:

Associate degree in communications, graphic design, marketing or a related field; supplemented by one (1) year of communications, marketing, multimedia and /or graphic design experience, including experience with Adobe software; or an equivalent combination of education, training, and/or experience.

Applicants must have a valid Driver's License.

Preferred Qualifications:

Bachelor's degree in communications, graphic design, marketing or a related field and three (3) years of graphic design, marketing, multimedia and/or communications experience, including experience with Adobe software, content-management web platforms, and published multi-media work.

Approximate Hourly Wage: \$22.50 - \$24.00. This position is expected to work twenty-eight (28) to thirty (30) hours per week.

Position Contact Information:

Individuals interested in this position should apply by December 3, 2024 to <http://www.cranberrytownship.org/employment>

EOE/M/F/D/V