

CITY OF BOWIE
COMMUNICATIONS ANALYST I
City Manager's Office

DUTIES:

The City of Bowie is seeking a communicator who is creative, flexible, adept at juggling multiple projects, and comfortable in a fast-paced environment. The ideal candidate keeps up to date on the latest communications trends for websites, social media, and graphic design. Primary duties involve promoting City programs, events, and City affairs using social media, the web, graphics, newsletters, and other electronic and print materials. Option for some remote work is available after probationary period.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Communications, English, Journalism, Marketing, Broadcasting, Political Science or related field
- 1 year of experience in Communications related field
- Proficiency in Microsoft Office
- Thorough knowledge of English grammar and composition
- Ability to write for different audiences and different purposes – creative writing, technical writing, persuasive writing, social media, and web content.
- Ability to create visually appealing graphics and flyers using graphics applications such as Canva, Adobe Express, or Adobe Creative Suite

PREFERRED QUALIFICATIONS:

- Work experience in a government setting
- 1 -2 years' experience in graphic design using Adobe Creative Suite
- Experience updating websites using a web content management system

Salary: \$28.03

Employee Benefits Full Time: Telework and flexible scheduling; excellent medical, dental, vision, life and long-term care insurance; 401(k) with employer match; 457 savings plan.

****COVID-19 vaccination required in order to qualify for this position.***

**HOW TO APPLY: PLEASE VISIT THE CITY'S WEBSITE AT: WWW.CITYOFBOWIE.ORG
AND CLICK ON THE EMPLOYMENT LINK.**

APPLICATION DEADLINE: FRIDAY, NOVEMBER 18, 2022 AT 5:00PM

All applicants **MUST** submit a completed City of Bowie employment application in order to be considered for this opportunity.

The City of Bowie is a drug and alcohol-testing employer. EOE