

CITY OF BOWIE
Communications Analyst II
City Manager's Office

JOB SUMMARY

Join the dynamic Communications team at the City of Bowie as a Communication Analyst II. We are seeking a deadline driven, talented and creative communicator who can manage multiple projects in a fast-paced environment. As a senior member of the team, you will play a key role in keeping residents, staff, and stakeholders informed about city affairs, programs, and events. We are looking for someone who can oversee the creation of high-quality visual and written content that aligns with the City of Bowie's style, tone, and brand.

The ideal candidate will be a problem solver who keeps up with trends in digital marketing for government. They will have a strong ability to write engaging content and articles for a variety of mediums and audiences, with little supervision or editing needed. Excellent oral communication skills and the confidence to deliver presentations or training to staff and the public are also essential.

Applicants should have experience in:

- Developing outreach/marketing plans;
- designing outreach materials and graphics;
- managing social media accounts;
- administering a website content management system.

Minimum Qualifications:

- Bachelor's Degree in Public Administration, English, Political Science, Journalism, Communications, or related field.
- Proficient in Microsoft Office, Adobe InDesign, and Canva.
- Three (3) years of experience or equivalent combination of education and experience.

Preferred Qualifications:

- Experience in local government and the CivicPlus website content management platform.
- Expertise in the entire Adobe Creative Suite. Digital communications experience across a variety of channels (social, web, video, etc.) is a plus

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

SALARY: \$62,476 – 72,500 Annually

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.

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

APPLICATION DEADLINE: FRIDAY, MARCH 10, 2023 BY 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