

**City of Warrensville Heights  
Communications Department  
Director of Communications and Activities**

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**POSITION TITLE: Director of Communications and Activities**

**DEPARTMENT: Communications**

**REPORTS TO: Mayor and Chief of Staff**

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**Position Summary:**

The Director of Communications and Activities is responsible for the maintaining a positive and external image of the City of Warrensville Heights. The Director is responsible for the internal and public communication efforts to educate and promote the City and its objectives, in addition to interacting with elected officials, business and community leaders to implement the City's communications and activity initiatives. The duties of the Director of Communications and Activities shall be to promote community activities and such other duties conferred by the Mayor and City Council. The Director of Communications and Activities will report directly to the Mayor and Chief of Staff.

**Major Accountabilities:**

- Developing a strategic communications plan that identifies the City's current communications barriers and opportunities and promotes the City's strategic messages.
- Creating and executing internal and external campaigns through various types of media platforms including print and electronic media.
- Working with Mayor/Chief of Staff to formulate and execute proactive and reactive communication strategies as needs arise.
- Managing and implementing the City's day-to-day communications and media relations, including fielding inquiries about the City, its programs and events from interested parties.
- Serving as spokesperson for the City for local print interviews and broadcast appearances when applicable.
- Creating and implementing online communication strategies for the City with measurable goals while monitoring and engaging on social media platforms, including Facebook, Twitter, and YouTube on behalf of the City.
- Providing an interface between the Mayor's office and City departments.
- Attaining measurable publicity goals for the City on specific projects.
- Conducting public opinion research to assess the City's performance.

- Assisting in duties including community event planning and neighborhood engagement.
- Maintaining required City meeting and assisting with the preparation of reports and setting of agendas.
- Assisting in the general operations of the Mayor's office.

**Position Qualifications:**

- College degree preferably in Communications or Public Relations and Marketing or Journalism and Mass Communication or at least relevant experience.
- Good Oral Communication skills.
- Ability to use personal computer---Microsoft Word, Excel, Outlook.
- Background Check required.
- Other duties as assigned.
- Full-time position.

**We are an Equal Opportunity Employer**

**Qualified applicants please submit resumes by October 4, 2020**

**Attn: Dawn Cowan  
4743 Richmond Road  
Warrensville Heights Ohio 44128.**

**Email: [dcowan@cityofwarrensville.com](mailto:dcowan@cityofwarrensville.com)**