KNOWLEDGE, SKILLS AND ABILITIES

- Preferred candidate will have excellent verbal and writing skills in English and Spanish;
- Experience managing an organizational social media account, including oversight of social media analytics and scheduling tools (e.g., Facebook/Instagram Insights, Twitter Analytics, Hootsuite);
- Understanding of the best practices for social media marketing, plain language, and digital accessibility;
- Ability to manage multiple tasks simultaneously, prioritize work, solve problems, and meet deadlines;
- Competent with Adobe products, DSLR cameras, Microsoft Office programs, and basic internet applications. Advanced photography or graphic design skills will be considered a plus;
- Desire to learn about and/or previous work experience in local government (or similar public sector organization);
- Creative, collaborative, and flexible with an eye for detail.
WORK SCHEDULE
Hours are flexible depending on the workload and deadlines with a maximum of 25 hours per week. The ideal candidate should be detail-oriented and up to date on current website best practices and digital media developments. Work hours are typically between the business hours of 8:30 a.m. to 5:00 p.m., however this position will require evening hours and occasionally weekend hours.

MINIMUM QUALIFICATIONS
Education and Experience: Undergraduate or Associate degree in communications, marketing, journalism, public relations, or a related field is preferred. Graduate student or Undergraduate student who has completed at least two (2) years at an accredited college or university is also qualified. An equivalent combination of education and experience may be considered in lieu of a degree, or any acceptable equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities. Knowledge and experience with communications, social media, and media platforms are highly desired. **Applicants may be required to provide a bilingual writing sample to demonstrate writing skills.**

PHYSICAL DEMANDS AND WORKING ENVIRONMENT
Work requires walking, standing, bending, carrying items under 20 pounds, such as books, files, papers, etc.

ADDITIONAL INFORMATION
Please note that this description is not intended to describe all the duties associated with this position and the City in its sole discretion reserves the right to modify the duties of the position.

HOW TO APPLY

All applicants must submit a City application, résumé, and cover letter to be considered.

The City of Hyattsville is an Equal Opportunity Employer without regard to race, color, religion, national origin, sex, ancestry, marital status, age, sexual orientation, disability, political or union affiliation. Applications may be picked up at the Hyattsville City Administrative Office, 4310 Gallatin Street, Hyattsville, MD, at the 3rd floor reception area, Monday thru Friday, 8:30 a.m. to 5:00 p.m. The application is also available for download at [www.hyattsville.org](http://www.hyattsville.org). Questions on this vacancy may be directed to Vivian Snellman at 301-985-5043 or Cindy Canfield at 240-487-1706.

Position will remain open until filled. **Initial Review of applications is scheduled for December 6, 2019.**

Last Approved by HR DEPARTMENT on 11/19/19