



Communications & Engagement Assistant

The City of Auburn is a vibrant, growing community with much to offer. It's the perfect place to build a career. If you are interested in working in a thriving environment and want to make an impact, we invite you to join Team Auburn.

The city is seeking a **Communications and Engagement Assistant** to support Auburn's strategic city-wide communications efforts. The CEA will help "tell the story of Auburn" through various communications projects and collateral; will help manage the city's social media and website content; and will collaborate with the city's Economic Development team on city-wide events.

This person will work closely with the communications director to manage Auburn's brand and work collaboratively with directors and staff across the city. The CEA will assist with research and content creation; engage with residents, visitors, and businesses; and help ensure that consistent, credible, and professional communications are continuously developed within the city.

The successful, creative, detail-oriented candidate will have a good working knowledge in communications, marketing, graphic design, and/or municipal public relations or similar fields; strong command of the English language and excellent communication skills (oral and written); proficiency in computer software including Microsoft Office Suite, Adobe Photoshop and Illustrator, excellent customer service skills and the ability to work in a collaborative team environment. A Bachelor's Degree in communications, journalism, marketing or public relations and/or 3-5 years of experience is preferred.

Salary range for this position is \$42,400 to \$57,800 and will be dependent upon experience and qualifications. Send cover letter, resume, and list of references to: Christine Mumau, Human Resources Director, 60 Court Street, Auburn, ME 04210. Tel 207-333-6601 ext 1416. E-mail address is cmumau@auburnmaine.gov. Review of resumes will commence immediately and will remain open until the position is filled.

The City of Auburn provides a competitive benefits package including health benefits, life insurance, disability, retirement, pet insurance, vacation, and sick time and more.

The City of Auburn is an Equal Opportunity Employer