



COMMUNICATIONS + ENGAGEMENT ASSISTANT

WHO WE ARE | The City of Auburn is a vibrant, growing community with much to offer. And we think it's the perfect place to build a career. If you are looking for a thriving environment, enthusiastic team, and a way to make a lasting community impact, we invite you to join Team Auburn!

ABOUT THE ROLE | As the Communications + Engagement Assistant, you will support and contribute to our strategic city-wide communications efforts, including (but not limited to) social media posts and website content. You will also collaborate with multiple city departments on events, ribbon-cuttings, and other public projects and initiatives.

You will work closely with the Communications Director to create and manage content, collect data, prepare reports and presentations, and more. Prioritizing the city's credibility, public image and deep commitment to service, our new team member will work to nurture our strong relationship with our residents, and will demonstrate creativity, enthusiasm, attention to detail, and willingness to learn.

WE'D LOVE TO HEAR FROM YOU IF... you have a degree in communications, journalism, marketing or public relations and 3-5 years' experience (or a combination of both).

The newest member of our team will have exceptional verbal and written communication skills, and the ability to anticipate needs; a propensity for multitasking and analytical thought; impeccable attention to detail and the ability to represent the city with professionalism. The successful, detail-oriented candidate will have an excellent

working knowledge (in some combination) of communications, marketing, graphic design, research, municipal public relations or similar fields. Proficiency in computer software, including Microsoft Office Suite, Photoshop, Illustrator or similar software, excellent customer service skills and the ability to work in a team environment.

WHY AUBURN? | We strive to be an organization that you're proud to work for. To that end, we'll do everything in our power to ensure you're comfortable in your work environment, that you have opportunities for learning and professional growth, and that you're given all the tools to do your best work. We also have some pretty great perks, providing a highly competitive benefits package including health benefits, life insurance, disability, retirement, pet insurance, vacation and sick time and more.

THE DETAILS | The salary range for this position is \$42,400 to \$57,800 and will be dependent upon experience and qualifications. Send your cover letter, resume, and a list of references to: Christine Mumau, Human Resources Director, 60 Court Street, Auburn, ME 04210 or cmumau@auburnmaine.gov. Questions? Call 207-333-6601 ext 1416. Review of resumes will commence immediately and will remain open until the position is filled.

The City of Auburn is proud to be an equal opportunity employer.