



Seeking applications for:
**Communications Specialist/Senior Economic
Development Specialist**

Open Date: July 27, 2021

Closing Date: August 6, 2021 at 5:00pm

Wage: \$17.93--\$18.65 per hour depending on experience, plus a generous benefit package including: Persi retirement, medical, dental, and vision

General Statement of Duties: This position will oversee and coordinate community relations and public information programs for the City and area partners, as well as develop media relations and publicity activities to foster involvement and heighten awareness for city activities, services, and programs. This position will also coordinate activities designed to provide local residents and area media with current information regarding all aspects of city operations and services. They will also assist the Community Development Director in high-level, complex economic project planning, research, and implementation.

Essential Functions:

- Develop media relations and publish information to foster involvement and heighten awareness for city services and programs
- Act as the primary media contact for the city and provide information as needed
- Promotes the mission, goals, projects, and activities of the City and area partners to the community
- Coordinates the streaming and release of City meetings and functions, in particular, City Council meetings
- Publicize City achievements and promote support and participation in City of Mountain Home events
- Promotes tourism-related activities; Maintains and regularly updates community profile and demographic information
- Maintains and updates the City of Mountain Home web page and other social media
- Provides technical and professional advice; makes presentations to boards, commissions, civic groups, and the general public; provides information on economic development issues, programs, services, and plans

Knowledge and Skill Requirements:

- Principles and practices of community organizations and media relations
- Principles and practices of marketing and promotional materials
- Graphic design, photography, and print productions
- Marketing theories, principles and practices and their application to program promotion
- Perform public speaking and presentations as requested
- Establish and maintain effective working relationships with government officials and agencies, business organizations, lending institutions, civic groups, media, and others
- Be self-motivated and work without supervision

To apply: Please send a cover letter explaining why you believe you are the most qualified candidate for the position along with a completed application and resume. Please include links to A) writing sample, B) video sample, and C) photography or graphic design sample in your cover letter or on a separate addendum page. Send your completed package to the Human Resource Department at PO Box 10, Mountain Home, ID 83647 or email to HR@mountain-home.us. Applications are available on the City website at www.mountain-home.us or can be picked up at City Hall. No phone inquiries please.