



**DEPARTMENT:** Mayor's Office

**POSITION:** Digital Media & Events Specialist

**TYPE:** Member

**SALARY:** \$42,073

**BENEFITS:** Excellent Range of Benefits

**CLOSING DATE:** First Consideration December 20, 2021



**Overview:** We are Salisbury, Maryland, and our town was born from the headwaters of the **Wicomico River**. This special place, nestled squarely between the beaches and the bay, has been attracting people to its stunning location for almost **300 years**. Now one of the largest cities on the peninsula, Salisbury serves as the *Capital of the Eastern Shore*, combining vibrant economic opportunity, quality public education, world-class healthcare, reinvigorated environmental stewardship, globally known corporations, and an energetic and inspiring team of community leaders, to chart its own course, and craft a sound plan for its future.

**Department:** The Mayor, as the head of the executive branch, speaks on behalf of the City government and represents the Salisbury community on State- and Nation-wide forums. The Mayor's Office serves as a liaison between the Salisbury community and City administration, as well as provides administrative support to the Mayor, City Administrator, and Deputy City Administrator. Mayor's Office staff oversee the planning process for events located on City property, the appointment process for all City boards and commissions, as well as internal/external communications.

**Profile:** The Digital Media & Events Specialists is a key member of the Mayor's Office team. This position will help continue to bring the vision for Salisbury to life through designing a variety of materials to include, printed marketing materials, logos, signage, social media graphics, and reports. The Specialist will draft press releases, manage the City's social media pages, and act as a backup Public Information Officer. This position will also be a key player in supporting events such as press conferences, ribbon cuttings, and other engaging community events.

**Preferred Education:** Bachelor's Degree in digital media, fine art design, communication, marketing or related field.

**Preferred Experience:** 1 to 3 years experience required; 3 to 5 years' preferred. Must possess computer proficiency with the Microsoft Office Suite & Wordpress. Preferred experience with Illustrator, Photoshop, InDesign, Final Cut Pro, Premiere Pro, Audacity and/or other media editing software.

**Requirements/Certifications:** None

**How to Apply:** Submit City application, cover letter, and resume to the following address or apply online at [www.salisbury.md/apply](http://www.salisbury.md/apply)

**City of Salisbury HR, 125 N. Division St., Salisbury, MD 21801 [jobs@salisbury.md](mailto:jobs@salisbury.md); 410-548-1065; fax: 10-548-3748**