



MAYOR'S OFFICE

Media Specialist

Salary: Starting \$42,330

Type: Full Time

Benefits: Full Benefits

Closing Date: First Consideration June 23rd, 2023

About the Mayor's Office

The Mayor's Office serves as a liaison between the Salisbury community and City administration, and provides administrative support to the Mayor, City Administrator, and Deputy City Administrator. Mayor's Office staff oversee the appointment process for all City boards and commissions, as well as internal and external communications.

Profile

The Media Specialist 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 that include printed marketing materials, reports, social media graphics and videos. The Specialist will draft press releases, support 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 community engagement events.

Preferred Education

Bachelor's Degree in digital media, design, fine arts, 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

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.