



CITY OF *Sumter*
SOUTH CAROLINA

VACANT POSITION
Community Engagement Coordinator
Public Works

Job Purpose: Serves as liaison between Public Services and other City of Sumter Departments as well as outside agencies to aid in event coordination, communication and recruitment. Work to bolster public image, education, recruitment and coordination for all of public services.

- Serves as the point of contact for all City events that require Public Services Departments' assistance.
- Represents the Public Services Department at committee meetings, community events, and other public gatherings. Serve as the point of contact for the departments on events where department assistance is necessary.
- Uses various recruiting methods such as job boards, job fairs, social media, and in-person networking to source talent to fill Public Services positions.
- Collects and analyzes data to maintain current understanding of fair and competitive market salaries, candidate availability, and demand for candidates in particular fields.
- Captures, gathers and distributes pictures, videos and stories that promote Public Services.
- Develops public education strategies for the various departments within Public Services.
- Coordinates school field trips to Public Service facilities.
- Consults with other departments within the City to ensure all social media protocols and posts adhere to HR guidelines and policies.
- Coordinates and monitors all Public Services social media content.
- Assists with administrative functions as necessary.
- Performs exceptional service to internal and external customers.

Required Knowledge, Skills, and Abilities: Must have excellent communication and interpersonal skills to collaborate effectively across departments. Strategic thinker with the ability to prioritize tasks and manage multiple projects concurrently. Must have the ability to work with a team. Proficient in creative editing and translation of content, content repurposing, and strategic posting. Must have audio/video editing skills. Must be articulate and have excellent copywriting, spelling, and grammar skills. Ability to adapt to changing priorities and work effectively in a dynamic environment.

Minimum Training and Experience: Bachelor's degree with coursework in Communications, Business, Marketing or Public Relations. Must possess a valid South Carolina driver's license.

Deadline to Apply: **Open until filled**
Apply online at www.sumtersc.gov or
mail resume with cover letter along with application to:
City of Sumter Human Resources
21 N. Main Street
Sumter, SC 29150

The City of Sumter is an Equal Opportunity Employer and participates in E-Verify. E-Verify allows participating employers to verify the employment eligibility of their newly hired employees and the validity of their Social Security Numbers. E-Verify is operated by the Department of Homeland Security in partnership with the Social Security Administration. This Notice is not intended to be an all-inclusive list of duties, knowledge, skills and abilities required to do the job. This is intended only to describe the general nature of the job. A more comprehensive list of duties, responsibilities and essential job functions is available on the job description.