



Job Posting – Communications Assistant

Pay Range:

\$18.00 per hour, up to 20 hours a week from date of hire. May require some weekend/evening hours for special events.

Benefits:

Part time employees are eligible to earn 1 hour of sick time for every 30 hours worked.

Duties:

- Assist the Director of Communications by designing graphics and creating written/video content for proactive and reactive communications:
 - Proactive example: e-newsletter to residents
 - Reactive example: water main break
- Responsible for taking, saving, and organizing photos of community events.
- Coordinate with each department to design communication campaigns that will help inform residents about public services and upcoming events.
- Build and maintain a content calendar, identify the best channel for each message, and create the materials.
- Other duties as assigned.

Requirements:

- Strong written and verbal communication skills. Comfortable interacting with all levels of staff, including directors and elected officials.
- Exhibits a demonstrated interest in community engagement and local government.
- Experience with graphic design using Canva or a similar program is required. Applicants with video and/or photography experience are preferred.

To Apply:

Please submit a completed application to Human Resources Director Jessica Stover at hr@berkleymi.gov.

Applications can be downloaded on the City website located at: <https://www.berkleymi.gov/employment>

EEO/ADA Statement:

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Berkley does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 658-3356 or jstover@berkleymi.gov if auxiliary aids or services are needed. Reasonable advanced notice is required.