

City of Elkhart Mayor-Elect Rod Roberson and his Transition Team have formally launched the hiring search process for key leadership positions within both the Mayor's Office and select city departments. This posting is to gather interest from the public in those roles.

Serving as the "Chief Communications Officer" for the Mayor, the Director of Communications manages all aspects of public affairs on behalf of the Mayor's Office. This role is responsible for internal and external communications and media relations for the City. In addition to communication with local, state and national media, this person must also manage all communications on behalf of the Mayor related to complex matters of stakeholder engagement ranging from media inquiries to general public concerns. The day-to-day activities and expectations of this role will range greatly including, but not limited to: copy editing all communication collateral for the Mayor's Office, revising high-priority written letters on behalf of the Mayor, collaborating with senior city staff to develop talking point documents on behalf of the Mayor and Chief of Staff, and much more.

Principal Duties and Responsibilities

- Coordinates internal and external communications and media relations for the City.
- Works directly with the Mayor, Chief of Staff, and department heads to maintain consistent communication between the city and constituents.
- Identifies positive PR opportunities, develops strategies to maximize their coverage and evaluates the effectiveness of this strategy.
- Identifies opportunities to grow constituency engagement via digital and social media platforms.
- Drafts press releases, guest columns and letters to the editor on behalf of the Mayor and the city.
- Works with the Chief of Staff to facilitate the Mayor's public appearances and prepares written remarks.
- Serves as the key spokesperson and media contact for the Mayor's office.
- Ensures regular contact with communities and citizens of Elkhart.
- Utilizes social media platforms to ensure diverse methods of communicating with the public.
- Ensures regular contact with target media and appropriate response to media requests.
- Serves as project manager for the communications plan.
- Ability to work with 3rd party vendors; be a strong people person; ability to communicate philosophy of solution resolutions.

Education and Experience

- College degree preferred as well as experience in marketing, advertising, communications, public relations, public administration or public service.
- A minimum of 3-5 years of relevant work experience
- Strong background in communications-related role; demonstrated proficiency in managing communications portfolio for an organization.
- Must have valid driver's license.

Knowledge, Skills and Abilities

- Exceptional project management experience and demonstrated skills.
- Ability to adapt to constant changes as city business operations are usually in a state of continual change.

- Requires flexibility and a level-headed disposition.
- Knowledge of public administration and communications.
- Knowledge of Social Media platforms and other communication mediums
- Skill set that compliments the Mayor's.
- Ability to be an effective sounding board listening to others and reacting from a perspective as broad as the Mayor.
- Ability to deal courteously, effectively and efficiently with concerns of the general public and the media.
- Ability to interact with people on all levels.
- Ability to deal tactfully with the public when handling citizen complaints.
- A high degree of trust and loyalty is required.
- Ability to manage time with little supervision.
- Knowledge of governmental rules and regulations.
- The ability to communicate effectively both orally and in writing.
- Ability to work independently.
- Ability to work with confidential matters.
- Commitment to further building and developing a culture of accountability, integrity.

Preferred Experience:

- Experience managing communications projects within a professional capacity for any of the following: media and/or marketing firm, communications unit within a company/organization, news media organization, and/or other related entities.
- Spanish bi-lingual written and oral communication proficiency; ability to develop media releases and communications collateral in Spanish.

Physical, Mental and Visual Skills:

- Ability to work in an office environment with or without accommodations or modifications.
- Ability to reason logically to plan and organize; gather, analyze and evaluate data.