



City of Revere

Job Title: Communications Associate
Department: Mayor's Office
Location: Revere City Hall
Hours: 39 hours per week, may include nights and weekends
Salary: \$58,679 this is a full-time, exempted position with benefits.

DESCRIPTION:

THE CITY OF REVERE:

The City of Revere is a thriving, fast growing, and vibrant City. Revere has become one of the most desirable cities in the region to both live and work. The City of Revere envisions a municipality that fosters a more welcoming, nurturing, and inclusive government that invests in staff success and development. The City of Revere envisions a municipality that is governed for and by its people, by building and maintaining representation reflective of our community at all levels within the organization. Representation will encompass diversity in culture, thought, experiences, abilities, gender, sexual orientation, age, socio-economic status, veterans' status, etc. Due to its distinctiveness, the City of Revere is a wonderful place to work, with great benefits, salaries, incentives, and most importantly, the opportunity to serve its residents and grow professionally in the fascinating world of public service. Creating and sustaining a culture in City Hall to ensure that residents across the city feel the government is more responsive to their needs and concerns, is an entity that they can trust, and are accountable to all is critically necessary.

The Communications Associate works with the Mayor's Office Team and City Departments on all of the communication projects related to the City of Revere.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various type of work that may be performed.

- Draft, write, and coordinate press releases with various departments that further the mission of the City of Revere.
- Manage and post on social media platforms, including:
 - Acting Mayor Keefe Facebook
 - City of Revere Facebook
 - Acting Mayor Keefe Twitter/X Account (s)

- City of Revere Twitter/X Account (s)
- Acting Mayor Keefe Instagram
- Host a weekly events planning meeting (Thursdays at 9:00 AM) with all city departments and public safety.
- Organize city events and assist Revere Parks and Recreation with promotional materials and communications.
- Create and coordinate the new Revere Events Planning Application and work with various departments to ensure operational success.
- Coordinating translation materials with translation and interpretation staff to ensure accessibility for all residents.
- Draft, write, and provide remarks to the Mayor for a variety of events, such as flag raisings, presentations, and more.
- Responsible for editing, designing, and developing the yearly Trash, Recycling, and Yard Waste Collection Guide.
- Design and work with departments for mailers sent to residents, including:
 - Elections mail pieces
 - Census mail pieces
 - Letters to residents
 - Inserts in tax bills
 - Trash calendar and guide
- Work with media and press to coordinate interviews with the mayor, including organizing press conferences and in person, zoom, and phone interviews.
- Provide mayor with talking points for interviews with press and media.
- Design and approve flyers across every department in the City of Revere, including but not limited to – signs for the DPW, flyers for events sponsored by the City, social media graphics, Public Service Announcements, and more.
- Write and provide residents with a weekly newsletter every Friday morning providing updates on events, important announcements, COVID data, and more. This is combined with the weekly text message newsletter.
- Provide services to residents and answer a variety of questions, including answering resident concerns and providing help in numerous constituent issues.
- Design banners for the front of city hall for various celebrations and recognitions, including:
 - Black History Month
 - Women’s History Month
 - MLK Jr. Day
- Design business cards for employees on request.
- Organize and host “Conversations with the Mayor” events.

- Work with departments across the city to promote their programs, applications, and more, including:
 - Black History Month campaign
 - US Census campaign
 - Public Health Campaigns (Vaccines, etc.)
 - Business Grant Opportunities
 - Boards and Commissions recruitment
 - New voting locations/elections information
 - Revere Senior Discounts and programs
- Provide material for three Soofa signs throughout the city and to the three digital boards in City Hall.
- Draft and write emergency alerts for the following:
 - Events with street closures
 - Snow notices
- Editing and providing content to www.revere.org and work with different departments to provide updates to their pages, including:
 - City of Revere Elections Page
 - City of Revere Public Health Page

QUALIFICATIONS:

- Two to Four (2-4) years of full-time experience in the field of communications, journalism, and/or marketing.
- Bachelor's degree in relevant field of study preferred and may be substituted for two (2) years of required experience.
- Demonstrated experience in developing and implementing effective communication strategies.
- Demonstrated experience with planning, writing, editing, and producing press releases, media advisories, and other print publications.
- A writing sample will be required.
- Excellent written and verbal communications skills.
- Proficiency with Microsoft applications, and design platforms.
- Experience working with people of diverse backgrounds.
- Ability to adapt to changing priorities, show flexibility, and prioritize competing tasks in a fast-paced environment.
- Ability to work with stakeholders at all levels of the organization.
- Ability to coordinate multiple projects.
- Experience and commitment to working collaboratively with staff, media outlets, constituents, and community partners.
- Experience managing social media platforms including Facebook, Twitter, Instagram, TikTok, etc.
- Ability to take initiative, work independently, and think strategically.

- Ability to work flexible hours, which may include evenings and/or weekends.
- Knowledge Revere's diverse community.
- Knowledge of cultural sensitivity.
- Ability to exercise good judgment and focus on detail as required by the job.
- Bilingual preferred (Spanish, Arabic, Portuguese, etc.).

SKILLS, AND ABILITIES:

- Strong problem solving and interpersonal skills.
- Must be organized and detail-oriented and able to work both independently and as part of a team.
- Ability to establish and maintain effective working relationships.
- Ability to meet extremely tight deadlines.
- Ability to communicate effectively and efficiently verbally and in writing.
- Ability to read and understand City public health orders and requirements.
- Ability to rapidly acquire a good working knowledge of the COVID-19 virus and the current emergency.

PHYSICAL ENVIRONMENT:

The work environment involves inside and outside activities, in all weather conditions including wet, hot, and cold, and exposure to fumes, dust and air contaminants. This position cannot be performed remotely. The employees in this position must be comfortable entering public businesses and other public spaces and interacting with the public. Position requires standing/walking up to 4-5 hours per day, driving 2-3 hours per day, climbing, reaching, twisting, turning, kneeling, bending, crouching, and stooping in the performance of daily activities. The position requires near and far vision and acute hearing, the ability to stand for long periods of time, navigate rough terrain and move in or about construction sites, and walk up and down stairs. The ability to lift up to 20 pounds occasionally is also required.

DISCLAIMER

1. The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

2. The City of Revere is proud to be an Equal Opportunity Employer. We are committed to creating a diverse and inclusive environment. Therefore, qualified applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical or mental disability, genetic information, marital status, sexual orientation, gender identity, gender expression, military and veteran status, or another protected category.

Interested candidates should apply online. Please submit a resume, cover letter and salary requirements with your application.

