



Communications Specialist
Hourly position – 20 hours/week
Hourly Rate: \$27.21—33.07

This position produces various communication products including a weekly e-newsletter, social media, and website news; writes, edits, and publishes informational material in print and digital formats for the public, community groups, and employees. Must be able to assist City Departments with extensive writing, copy editing, website updates, as needed; exercise independent judgment to write, review, and edit written communication to create messages that are informative, timely, and pertinent to intended audiences; assist staff to create and distribute promotional materials for programs and services as required; materials may include media releases, award submittals, presentations, and brochures. Must be able to communicate clearly and concisely, both orally and in writing; determine relevant facts and exercise independent judgment to communicate message to an intended audience; work well under pressure; coordinate multiple projects while meeting demanding deadlines, producing high quality work and projecting a positive attitude; and use discretion and maintain confidentiality. Two years of experience in communications or public relations field is desirable. Experience with electronic newsletters, social media, and website analytics preferred. Equivalent to a Bachelors degree from an accredited college or university with major course work in writing, journalism, communications, public relations or a related field is highly desirable.

Submit City application to City of Santa Barbara, Human Resources Division
Upon review of applications, applicants will be requested to provide a sample of their work.