

## **Marketing/Community Relations Manager**

Location: Atlanta, GA

Job Type: Full-Time

Closing Date: November 11, 2022

### **Qualifications:**

- BS Degree in Marketing or a related field or any equivalent combination of education, training, and experience which provided the requisite knowledge, skills, and abilities.
- Excellent writing skills
- Excellent verbal communication skills
- Ability to set, plan and implement social media and communication campaigns and strategies
- Provide engaging text, image, and video content for all social media and professional accounts

### **Knowledge, Skills, or Abilities:**

This position requires excellent written and verbal communication, presentation, editing, and proofreading skills. Strong technology and Social Media skills are also required, including advanced knowledge of Microsoft Word, Excel, and PowerPoint, as well as LinkedIn, Facebook, Instagram, Twitter, and other social media.

### **Responsibilities include:**

- The position is primarily responsible for highlighting the work of the DAFC in a variety of different outlets (newspapers, television, social media platforms, newsletters, presenting at community meetings, etc.).
- Must be capable of managing and prioritizing multiple time-sensitive projects and priorities with the ability to handle high-pressure situations and interact with various personalities at all levels diplomatically.
- Must have the ability to make decisions and adapt to changing work situations and the ability to grasp and apply new ideas.

### **Overall Duties and Responsibilities:**

1. Work with the ED to craft DAFC messaging and publish it throughout various media platforms.
2. Communicate externally on behalf of DAFC, using a variety of communication techniques.
3. Assist staff in researching and providing information for strategic decision-making.
4. Coordinate and maintain website maintenance and user support with the webmaster including updates as necessary.

5. Develop strong communication with Fulton County Government and other government partners through monthly newsletters and other appropriate efforts.
6. Regularly be immersed in community events, and meetings all throughout the county in coordination with ED for the purpose of enhancing the presence of and increasing the public's knowledge and awareness, and support of the work of the DAFC.
7. Public Relations such as attending regular community meetings and events in coordination with the ED throughout the entire county and requires a high degree of professionalism when interacting with both internal and external clients in all areas of the county.
8. Prepare a monthly newsletter highlighting the work of the DAFC, board members, and staff accomplishments, partnerships, and coordinated economic development efforts with the County and Select Fulton.

Interested applicants submit applications by November 11, 2022, to [jobs@dafc.us](mailto:jobs@dafc.us)