

HELP WANTED
ECONOMIC DEVELOPMENT AND COMMUNITY
RELATIONS COORDINATOR

The City of East Ridge Administration department is currently accepting applications for a full-time Economic Development and Community Relations Coordinator. Qualified applicants should be able to perform all activities related to grant management, community relations, social media and economic development. Among their day-to-day tasks and large-scale projects, the person holding this position will research and develop grant opportunities, design and create social media posts, and collaborate on all public relations efforts. This position is full-time Monday – Friday with some nights and weekends required.

Qualifications: Must be proficient in Microsoft Office with strong skills in Excel and have a proven track record of proficiency with the main social media platforms. A knowledge of City ordinances and State laws is recommended. A bachelors' degree in communications, social service, or business/public administration OR 3 years' experience working for a municipality in a role dealing with the community is required. Experience applying for and managing state or local grants is preferable.

A completed city application and resume is required and will be accepted between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday; or mailed to Michelle Sinigaglio, Human Resources, East Ridge City Hall, 1517 Tombras Avenue, East Ridge, TN 37412. Applications may also be submitted online through the City of East Ridge website. The City of East Ridge is an Equal Opportunity Employer and a drug-free workplace. This position will remain open until end of business on August 8, 2022.