



CITY OF PINE BLUFF

DEPARTMENT OF HUMAN RESOURCES

JOB ANNOUNCEMENT

JOB TITLE: Coordinator of Community Engagement

Department: Police	Status: FT
Annual Salary: \$30,138	Available Positions: 1
Application Process: Applicants should apply at City Hall, Room 104, Department of Human Resources by 5:00 p.m. on the closing date. Applicants may also download a copy of the application at www.cityofpinebluff.com	
CLOSING DATE: Until Filled	
Department of Human Resources 200 E. 8 th Avenue, Room 104 Pine Bluff, AR 71601	Office (870) 730-2038/ FAX (870) 730-2157 Office Hours: Monday-Friday: 8:00 a.m. – 5:00 p.m.

ESSENTIAL JOB FUNCTIONS: The Coordinator of Community Engagement is responsible for writing editing and disseminating feature articles and news releases to print and electronic news media outlets, managing social media and website for the Pine Bluff Police Department and coordinating events for the organization and Neighborhood Watch Groups. The Coordinator of Community Engagement also acts as liaison between the Community and statewide newspapers, radio stations and television stations, communicates with law enforcement officers to obtain reports and proper information as it relates to incidents, collaborates with executive management and the employees to ensure a cohesive public image and all other duties as assigned.

ACCEPTABLE EXPERIENCE AND TRAINING: Bachelor's degree in communication, public relations, journalism, or related field; prior experience in a public relations role; or equivalent combination of education and experience. Applicants should have exceptional written and verbal communication skills, a strong understanding of media, including social media. Applicants should be organized and detail oriented, ability to travel on short notice and have great speaking and interpersonal skills. Hours may vary.

The CITY OF PINE BLUFF is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices on the basis of race, sex, age, religion, national origin or physical or mental disability.