



Town of Stoneham Employment Opportunity

Position Title: Communications Liaison
Supervision: Reports to the Secretary to the Board of Selectmen
Salary: \$15.00 per hour 18 hours per week

Board of Selectmen Communications Liaison

The Board of Selectmen is seeking a detail-oriented and motivated self-starter to support the communication efforts of the Board of Selectman, including public relations, website/online efforts, social media, and other related initiatives. This position will report to the Chair and work directly with the Secretary to the Board of Selectmen.

PRIMARY RESPONSIBILITIES

Social Media Assistance/Reporting

- Create and maintain the Board of Selectmen social media program – multiple platforms (Facebook, Twitter), including regular posts as required by the Board of Selectmen
- Responsible for defining and executing a specific social media strategy in conjunction with the Board of Selectmen
- Provide relevant content while tracking metrics and monitoring relevant conversations
- Responsible for posts to all applicable social media outlets

Public Relations

- Create regular announcements (press releases and media alerts) to keep the Stoneham Community informed of important events, news, and other pertinent information

Electronic Communication

- Assist the Secretary to the Board of Selectmen with e-blasts and website updates

Online/Website

- Make updates on website as needed
- Assist with writing and posting to the Board of Selectmen blog

Other Support

- Basic copywriting/editing
- General Board of Selectmen communications-related support as needed
- Developing and/or revising text for other venues, including press releases, web articles, and video blogs

Pre-employment Requirements

The prospective employee must successfully complete a CORI (Criminal Offender Records Inquiry) and a physical examination, including a drug screening. The Town reserves the right to run additional CORI checks as allowed under Massachusetts General Law. Prospective employee must possess a valid driver's license.

To apply for this position, please complete the attached employment application and forward with your resume and a cover letter of interest to:

**Dava Kilbride, Secretary to the Board of Selectmen
Town of Stoneham
35 Central Street
Stoneham, MA 02180**

The Town of Stoneham is an ADA/Equal Employment Opportunity/Affirmative Action Employer.

7-28-16