



## **Position Description**

The Communications Manager for Commissioner Dexter L. McCoy will oversee all public messaging including external communications and inquiries. The Communications Manager will work closely with the Commissioner and the Chief of Staff to perform duties related to the strategic communications, graphic design, video production, and engagement with internal and external stakeholders to make county government accessible to Precinct 4 residents and partners.

## **Function and Duties:**

- Develop and implement a continuous messaging calendar including usage of mainstream and digital communication mediums (social media, newsletter platforms, print media, broadcast media)
  - Email marketing campaigns
  - Website management and content development
  - Press releases, quote creation, and press inquiries
  - Photo and video production
  - Graphic design
- Develop and manage the Commissioner's and County's brand to ensure consistent visibility
- Oversee all internal/external communications with public and private entities
- Create and manage original content including the production of all marketing materials
- Manage social media, podcasts, blogs, social media, and other communications tools to advance policy agenda and community engagement, including timely responses to comments and direct messages
- Develop detailed media activity reports to support continuous improvement in content reach

## **Preferred Skills**

- Proficient with Adobe Creative Suite, Canva, Final Cut, and other related creative platforms
- Proficiency in AP writing style and an understanding of current terminologies
- Awareness of national/state/local news, trends, and county-related initiatives

## **Experience and Education:**

- Undergraduate degree from an accredited college/university
- Minimum of five (5) years of relevant experience in corporate communications, branding, or marketing-related positions
  - *A graduate degree will be accepted for two (2) years of experience*

## **Salary:**

- Commensurate with experience

## **Required Attachments:**

- Resume/CV
- Cover Letter

## **Location:**

- Fort Bend County, Texas

The Commissioner-Elect McCoy Transition Team will facilitate all correspondence and interviews.