

## **Job Announcement: Communication Manager**

(April 30, 2014)

The office of Pittsburgh City Councilwoman Natalia Rudiak is seeking bright and qualified applicants for the newly created, part-time position of Communication Manager. Councilwoman Rudiak represents Council District 4, encompassing the South Pittsburgh neighborhoods of Beechview, Bon Air, Brookline, Overbrook, Carrick and Mt. Washington. District 4 is Pittsburgh's largest council district by population. She was first elected to office in 2009, and was re-elected for a second term in 2013. On January 6, 2014, she was named the Chair of the Council's Committee on Finance & Law.

### ***About the Team***

District 4 has two full-time staff, who focus on constituent concerns, infrastructure investment, economic development, legislation, and the business of the Committee on Finance & Law. Councilwoman Rudiak's recent work includes the passage of the [Pittsburgh Open Data](#) ordinance and speaking out for a [Pittsburgh Pre-K Promise](#).

Team Rudiak is committed to:

- providing excellent service to residents
- conveying important neighborhood and city information to residents
- developing and maintaining positive relationships with community leaders and colleagues throughout the city
- pursuing innovative, progressive policies and programs
- bringing investment and economic development to South Pittsburgh
- empowering residents and community organizations to achieve neighborhood goals
- facilitating block watch relationships with police to improve public safety

Team Rudiak is also committed to maintaining a culture of collaboration. Staff hold themselves and each other accountable to the highest standards of integrity and public service. The Council District 4 office is a friendly and fast-paced work environment, and supportive of ongoing professional development.

You can read more about District 4 and the staff on the website at [district4.pittsburghpa.gov](http://district4.pittsburghpa.gov)

### ***About the Position***

The Communication Manager will develop an overall strategy and plan for outward facing communication, including social media, newsletters, the website, and more. Under the direction of the Chief of Staff, the Communication Manager will implement the plan, writing social media posts, press releases, the monthly newsletter, proclamations of council, and more. The Communication Manager will also have the opportunity to develop leadership skills by directly recruiting and managing an intern. Additional responsibilities related to communication and outreach may be added as necessary.

#### *Major Responsibilities*

- Develop overall communication strategy and plan, and amend as necessary
- Write social media posts, the monthly [newsletter](#), [press releases](#), proclamations of

council, letters, and other correspondence as necessary.

### ***The Ideal Applicant***

The ideal applicant will have experience in public service, and will enjoy working collaboratively to build consensus and solve problems. The position will demand an ability to think strategically and work independently to set and exceed expectations, and meet deadlines. The ideal applicant must be an excellent writer with a proven ability to understand the target audience and tailor messages accordingly.

Women and minorities are encouraged to apply. Residency in District 4 is preferred, and City residency is required.

### ***Requirements***

- Applicant must hold an undergraduate degree.
- Applicant must have excellent writing, storytelling, and verbal communication skills.
- This position is part-time and requires a commitment of about 20 hours per week. Exact hours, within the 9-5 work day, are negotiable.
- Local travel in the district is required. If using your own vehicle, mileage is not reimbursed, however City motor pool vehicles can be available. Meetings are often accessible by public transit.
- Proof of City of Pittsburgh residency is required, and must be maintained throughout employment.

### ***Compensation & Benefits***

This position will be paid hourly, and the rate will be competitive and commensurate with experience.

### ***Application***

To apply, send the following to Ashleigh Deemer, Chief of Staff to the Councilwoman:

1. Your resume
2. A brief letter explaining your interest in the position
3. A writing sample no longer than two pages. Please refrain from submitting theoretical or technical writing. Provide context, such as intended audience, at the beginning of the sample.

Send to: [ashleigh.deemer@pittsburghpa.gov](mailto:ashleigh.deemer@pittsburghpa.gov)

Please, no phone calls. All applicants will receive a response when the formal hiring process begins.