

THE CITY OF WEST HOLLYWOOD IS SEEKING A

DIGITAL MEDIA SPECIALIST

IN THE COMMUNICATIONS DEPARTMENT

The City of West Hollywood is looking for its next Digital Media Specialist to support its digital media efforts! The Digital Media Specialist performs a variety of complex technical and professional functions related to communications/public information including; City's digital, online, social and emerging media communications; including coordination of the City's social/emerging media presence and strategies. Designs and maintains content for the City's government access channels, social media channels, and digital displays; and assists in the completion of other functions related to communications/public information programs and activities.

This position reports to the Digital Media Officer.

- Responsible for maintaining the City's social/emerging media presence including; monitor and track informational trends related to the City across various social and emerging media platforms; Develops, analyzes and provides policy recommendations related to social and emerging media to appropriate departments and divisions and the City Council; Monitors, reviews, and responds to online inquiries through the City's social and emerging media platforms.
- Assists with the development and administration of City's social media programs, including policy and content.
- Develops and edits copy and verbiage for use on the City's social and emerging media platforms, website, presentations/reports, video content, graphic design, and more.
- Collaborates with internal departments and divisions, and external agencies to accomplish digital media campaigns, initiatives, and general public messaging.

Minimum Qualifications:

- Bachelor's degree from an accredited four-year college or university in a related field; and,
- Two to three years of progressively responsible related experience; or,
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

\$82,822.92 - \$105,829.32 ANNUALLY

**APPLICATION DEADLINE:
MAY 04, 2023 AT 5:00PM PACIFIC TIME**

For job details and requirements, and to apply online,
please visit weho.org/jobs

AA/EOE



City of West Hollywood
California 1984