

Communications and Community Development Specialist

RECRUITMENT

City of Grinnell, Iowa

The Communications and Community Development Specialist creates content for communication platforms and manages social media accounts with the assistance of employees and elected leaders. Coordinates and encourages collaboration with partner organizations to share information with the community. The position contributes to the overall direction and operation of community development efforts. This includes participating in a wide variety of planning efforts and focused assessments, work to expand access to financial assistance opportunities, project implementation, emergency preparedness operational planning, and engaging in cross departmental work. The position is expected to collaborate extensively with the Chamber of Commerce, the county economic development organization, and others. All staff are encouraged to assist with effective communication with the public. The position assists and is embedded in the Building & Planning Department but reports to the City Manager.

Grinnell is the largest community in Poweshiek County with a population of 9,564, located adjacent to Interstate 80, approximately forty minutes east of Des Moines and sixty minutes west of Iowa City. Grinnell is a full-service community with ample dining, retail, recreation, sporting, employment, cultural, and entertainment options. Grinnell is home to Grinnell College, nationally recognized as a leading undergraduate institution. This is an exceptional opportunity for the right person.

View the full job description at [Job Postings • Grinnell, IA • CivicEngage \(grinnelliowa.gov\)](#).

Minimum Qualifications: High school diploma or equivalent with an associate degree in communications, community and regional planning, business, or closely related field, and two years of relevant experience. Strong writing skills, organizational effectiveness, ability to collaborate with diverse groups, desire to work as part of a team, and proven record of accomplishment is strongly desired.

Salary Range: \$60,000 - \$70,000 based on qualifications plus generous benefit package.

It is the policy of the City of Grinnell to provide equal employment opportunities to all qualified persons, and to recruit, hire, train, promote, and compensate persons in all jobs without regard to race, color, religion, sex, national origin, disability, or sexual orientation.

Applications accepted until Friday, May 10, 2024 or until the position is filled. Please direct questions and submit cover letter with resume to Grinnell City Manager Russell L. Behrens at rbehrens@grinnelliowa.gov