



**Communication and Marketing Manager** (Full-Time) Hybrid Monday to Friday 8:00am to 4:30pm

The Revenue Authority of Prince George's County is seeking a **Communication and Marketing Manager** to manage the agency's public image and internal messaging under the guidance of the Special Assistant & Council Liaison. The incumbent will orchestrate the agency's voice and be responsible for shaping effective messaging for internal stakeholders and the public, managing outreach efforts including media and social platforms, and working cross-functionally to ensure brand and message consistency and the agency's public image and communication strategy are aligned with its goals and values.

The Revenue Authority of Prince George is a quasi-governmental entity that serves as a real estate development and development finance agency, an operator of programs and facilities, and a manager of programs and facilities in partnership with other Prince George's County agencies.

**Responsibilities include but are not limited to:**

- Plans, creates, implements and measures new marketing ideas and communications projects for the agency.
- Ensures all communication materials meet agency standards and explore new ways to support divisions and engages employees.
- Coordinates public relations and marketing communications efforts including social media and content marketing.
- Maintains a production schedule and calendar of upcoming events for communication activities and projects.
- Executes and builds communications strategies and internal client specific projects for division activities or specific key business project initiatives.
- Prepares communication material, including press releases and social media content.
- Develops and maintains relationships with media contacts, journalists and influencers.
- Monitors and analyzes media coverage, providing insight and recommendations.
- Manages the agency's social media presence on websites, including content creation, posting and engagement.
- Collaborates with marketing to create visually appealing and effective communication materials.
- Assists with various tasks assigned including community engagement and volunteer events.

**Qualifications/Skills Required:**

- Bachelor's degree preferred in a relevant field.
- Minimum of three (3) years of progressively responsible professional experience in the areas of public relations and engagement, media relations preferably in a local government setting.

- Flexibility, as occasional adjustment of regular work hours may be required.
- Familiar with social media content management and graphic software platforms.
- Knowledge of social media management, digital marketing and public relations.
- Highly organized and detail-oriented, with a proven ability to simultaneously manage multiple projects.
- Ability to negotiate and solve problems or resolve differences with citizens and other agencies.

### **Why Should You Join Our Team**

As a dynamic agency, we understand what it means to have a work culture that is dedicated and flexible to create a work/life balance. The Revenue Authority of Prince George's County is an equal opportunity employer committed to promoting an inclusive work environment free of discrimination and harassment. We are committed to our mission and values, while promoting a sense of belonging and growth with our coworkers.

Together, we continue to build a culture that encourages, supports, and celebrates the diverse voices of our employees.

We are proud to offer a comprehensive benefits package including:

- Medical, Dental, vision, EAP services, and more!
- Vacation, Sick and Personal Leave
- 401K Retirement Savings Plan
- Telework/Hybrid Work for Qualified Positions
- Opportunities for Professional Development
- Friendly Team-oriented Work Environment

If you are interested in this position, we encourage you to apply!

[https://workforcenow.adp.com/mascsrc/default/mdf/recruitment/recruitment.html?cid=033b4c3e-8e78-42bc-befc-03a22c7628d0&cclid=19000101\\_000001&lang=en\\_US&jobId=9201237760922\\_1&&source=EN](https://workforcenow.adp.com/mascsrc/default/mdf/recruitment/recruitment.html?cid=033b4c3e-8e78-42bc-befc-03a22c7628d0&cclid=19000101_000001&lang=en_US&jobId=9201237760922_1&&source=EN)

### **Conditions of Employment**

**Must successfully complete background check**

### **Eligibility to Work**

Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S.

citizens and lawfully authorized alien workers. Selected candidates for employment will be required to show and verify authorization to work in the United States.

**Closing Date**

Open until filled.

**Pay**

\$74,000 Annually –Exempt