



Communications Coordinator

ABOUT US

With a workforce of more than 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the sixth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

The Office of the Philadelphia City Controller is the independent watchdog agency of the City of Philadelphia that strives to promote honest, efficient, effective, and fully accountable city government. We address this mission by providing timely and objective analysis on the availability of funds for all city contracts, preventing inappropriate spending of public funds, and providing objective, timely, and relevant information to city officials, the public, and other interested parties about financial operations of the city, and on ways to improve city operations and the use of public resources.

To learn more about the office, visit <https://controller.phila.gov>.

JOB SUMMARY

The Communications Coordinator for the Office of the City Controller will serve as a key member of the Administration Division, managing the Controller's schedule and daily briefing materials and supporting the Communications unit. The Communications Coordinator will be responsible for staffing the Controller at certain meetings and events, managing the Controller's calendar, maintaining her schedule, and supporting communications, administrative, and project management functions. One of the core responsibilities of the Communications Coordinator will be preparing the Controller's daily briefing book, which includes the Controller's daily schedule and necessary support and reference materials for all meetings and engagements. The Communications Coordinator will also support the Controller's Office Communications unit with its day-to-day operations, including press clips, social media, correspondence, and copyediting.

ESSENTIAL FUNCTIONS

Scheduling

- Manage Controller's daily calendar, including scheduling meetings, calls, events and speaking engagements
- Understand strategic, long-term planning needs for the Controller's schedule, identifying conflicts and flagging problems for intervention and correcting course as appropriate
- Respond to all scheduling requests in a timely manner while demonstrating a high level of professionalism
- Work with relevant staff and external partners/stakeholders to prepare necessary materials for all appointments, meetings and speaking engagements to include in the daily briefing book
- Research upcoming events and meetings to provide relevant background information, as appropriate

- Effectively communicate scheduling updates to the Controller and relevant parties, as needed
- Distribute briefing book with supporting materials and final calendar daily
- Answer phones, check voicemails and take messages
- Conduct proactive follow up and outreach regarding upcoming engagements
- Coordinate travel arrangements, prepare itineraries, plan logistics, and submit reimbursement information when applicable
- Prepare meeting space and coordinate logistics for Controller meetings

Communications

- Compile and circulate press clippings daily
- Assist Communications unit with communications related needs, including but not limited to, drafting content for the social media calendar and internal newsletter, talking points, constituent correspondence responses, media advisories, and press releases
- Proofread a wide range of communications, as needed

Other

- Maintain confidentiality of highly sensitive information
- Provide analytical and specialized administrative support with complex details and advanced administrative duties
- Staff the Controller at certain events and meetings, which may include transportation to in-person engagements and occasional nights and weekends
- Develop and maintain filing systems for correspondence and other materials
- Other responsibilities as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Exceptional organizational skills and high attention to detail
- Strong oral and written communications skills
- Strong interpersonal communications skills with an ability to convey information in an effective manner
- Excellent problem-solving, decision-making, and time management skills
- Ability to work independently and think proactively in a fast-paced environment
- Ability to effectively manage multiple projects, tasks, priorities, and deadlines while understanding time sensitive nature of assignments
- Highly motivated team player
- Honest, ethical and discreet
- Availability to work evenings and weekends, as needed
- Knowledge of Microsoft Office Suite, including Microsoft Outlook, Word, Excel, and PowerPoint
- Experience with social media management, including content and graphic creation (Facebook and Twitter) preferred

QUALIFICATIONS (Education and Experience)

- This is an entry level position, though priority will be given to individuals with relevant experience
- Bachelor's degree or commensurate experience in communications, business, government, or non-profit organizations is preferred, although non-traditional applicants will also be considered
- Familiarity with Philadelphia and an interest in government is a plus
- Valid driver's license

ADDITIONAL INFORMATION

- Successful candidates must be a city of Philadelphia resident within six months of hire
- Some nights and weekends required
- Salary range: \$40,000 - \$45,000
- The City offers a competitive benefits package that includes medical, prescription, dental, vision and life insurance benefits as well as options for flexible spending accounts, commuter benefits and a 457(b) deferred compensation plan
- Office is located in the Municipal Services Building, 1401 John F. Kennedy Blvd. Philadelphia, PA 19102

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>.

HOW TO APPLY

Please send resume, cover letter and writing sample (no more than two pages) to Genevieve.Greene@phila.gov by August 23, 2021.