

City of Gaithersburg
Digital Content Specialist
Career Connector Job ID #10320

Description

The Public Information Office in the Department of Community & Public Relations is accepting applications for a Digital Content Specialist to support the City's marketing, communication, and customer service strategies across all digital and social media channels. [Click Here to Apply.](#)

The Digital Content Specialist works collaboratively with City departments to engage and grow the social following/brand engagement across various channels. The ideal candidate will be a positive, team-oriented individual who can develop, produce, edit, and modify digital content and electronic communications quickly and accurately; who has excellent writing, editing, proofreading, and project management skills; and who can manage multiple assignments simultaneously and be comfortable collaborating and taking feedback. Integrity, reliability, diligence, attention to detail, high quality standards, and the ability to meet deadlines are expected.

40 hours per week during regular business hours; core work schedule based on operational needs will be determined upon hire. Some work on holidays, evenings, and weekends is required, including attending regular meetings of the Mayor & City Council. This position is eligible for overtime compensation.

The hiring range for this position is \$45,792 to \$59,500, starting salary negotiable depending on knowledge, qualifications, training, certifications, and experience. We provide top-notch insurance benefits (medical, dental, vision, long-term care, life), paid time off, generous retirement contributions, tools to assist with paying down student loan debt and managing student loans, excellent work/life balance, and opportunities for professional growth.

Location: Gaithersburg, Maryland United States

Work Authorization: US Citizen or US National, Permanent Resident, Student F-1 Visa, H-1 Visa, Refugee

Salary Level: \$45,792.00 - \$73,265.00 Annually

To Apply

<https://www.governmentjobs.com/careers/gaithersburgmd/jobs/2613515>