

The City of Athens, TN, with a population of 15,000 and located in SE Tennessee along the I-75 corridor midway between Chattanooga and Knoxville, is accepting applications for a Communications Coordinator. This full-time hourly non-exempt position, under the direction of the City Manager, is generally responsible for the city's overall communications initiatives and the city's hotel/motel tax fund programs. Specifically, the position will:

- Prepare impactful press releases, news stories, and publications with input from all city departments to post to the city's website, social media platforms, and public access channel to keep the city's communication platforms up to date with fresh content.
- Monitor the city's social media platforms to ensure external posts are in compliance with the city's use policies and respond to those posts as appropriate in a timely manner for positive civic engagement.
- Conduct press conferences with the media to explain city issues as needed.
- Assist with branding and prepare marketing materials to promote tourism to the city.
- Assist with creating and implementing programs and projects using hotel/motel tax funds in accordance with TCA 67-4-1402 and coordinating activities with all recipients of these funds including McMinn County Tourism office, Athens Area Council for the Arts, McMinn County Living Heritage Museum, Main Street Athens, and Friendly City Festivals.

Minimum qualifications include a bachelor's degree in marketing, public relations, communications, journalism, tourism, or related field and significant work experience in social media management, marketing, and advertising. Desired skills include effective writing, high level of creativity, public speaking proficiency, excellent customer service skills, grant writing, and the ability to create visually compelling presentations using appropriate graphic design software. A valid Tennessee driver's license is required.

The starting hourly rate for this position is \$23.31 per hour plus generous benefits. Work is primarily 8:00am to 5:00pm Monday through Friday with occasional work after business hours.

Please visit our website, <https://cityofathenstn.com/career>, to view the job posting and print an application. You may submit a cover letter and resume to supplement the application and provide additional information about your work history and qualifications.

Please submit the completed application, cover letter, and resume via email to hresources@athenstn.gov or drop off your application materials at City Hall, Human Resources Department, 815 N. Jackson Street, Athens, TN.

We will be accepting applications through November 10, 2025.

The City of Athens is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, protected veteran status, or any other legally protected status. If you require a reasonable accommodation to participate in the application or interview process, please contact Human Resources at 423-744-2719 or hresources@athenstn.gov