



CITY OF PIGEON FORGE TOURISM DEPARTMENT

The City of Pigeon Forge, Tennessee is seeking to hire a **Full-Time Online Communications Coordinator, Hourly Pay Range: \$18.84/- \$29.46/hr.** This position reports directly to the Tourism Marketing Manager. The city offers a highly competitive compensation and benefit package.

Job Description: Responsible for performing technical and administrative work assisting with online communication and social media marketing efforts for the City of Pigeon Forge Tourism Department. Responsibilities associated with the job include, but are not limited to Creation of Front Line News and Pigeon Forge City Newsletter, Ensuring the proper content and validation of website information in regards to social media, act as liaison and work closely with marketing partner agencies to gather and deliver digital content, managing the Facebook presence for the City of Pigeon Forge Department of Tourism, developing calendars for the appearance of certain content on the website, responding rapidly to timely opportunities for new content and providing assistance to city businesses to develop social media opportunities.

Qualifications: High School Diploma and or equivalent GED required. Two-year college degree in Communications, Marketing, Tourism preferred. Minimum of 2 years' equivalent experience in the tourism field. Applicants must be proficient in Microsoft Word, Publisher, Microsoft Excel, PowerPoint and have strong verbal and written communication skills. Top applicants must be comfortable with digital technology and have a working knowledge of best practices for Facebook, Twitter, Pinterest, Instagram and other social media. A proven track record of managing social media channels for brands or companies is a plus, as well as a willingness to be camera-ready for social media live coverage, strong organizational, interpersonal and decision making skills required.

Interested candidates should submit an application/ resume, cover letter and list of references to: Human Resources Department, City of Pigeon Forge, P.O. Box 1350, Pigeon Forge, TN 37868. Applications can be completed online at <http://cityofpigeonforgetn.gov>. **Applications/Resumes' will be accepted till position is filled.**

The City of Pigeon Forge is an Equal Opportunity Employer and considers applicants for all positions, including those that are federal or state sponsored, without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. The City is committed to complying with both Titles VI and VII of the *Civil Rights Act of 1964 (42 U.S.C. 2000d)*. The City is a Drug-Free Workplace, and all applicants are subject to a background check, driving history check, and drug testing in accordance with City policy.