

**Town of Hammonton**  
**Communication Manager/ Recreation Leader**  
**Full Time**

This position will be responsible for communicating pertinent information to the public. Duties of the Communications Manager include but are not limited to drafting press releases, creating graphics and posts for social media, the local access channel, streaming service channels, and the town website; as well as keeping the town website current. The Communications Manager will be required to attend public events and meetings to take photos and share them. Applicant must have experience with live stream programming and have the ability to set up the streams for public meetings and town events. Recreation leader responsibilities include but are not limited to coordinating and scheduling the use of recreation facilities, attending monthly Parks and Recreation meetings, organizing recreation events for the community, coordinating with various committees, and coordinating with the Canoe Club Senior Volunteer Board. The position's regular work schedule is Monday through Friday from 9:00 am to 4:30 pm; however, the position requires the candidate to be available for special events that may occur throughout the year during nights or weekends. Salary based on experience.

**EXPERIENCE REQUIREMENTS**

- Experience with the use of camera and audio equipment, computers, and streaming websites.
- Working knowledge of social media posting and updating website information.
- Background in media is a plus but not necessary.

The Deadline for applications is January 31, 2024.

Please complete an Employment Application available at [www.townofhammonton.org](http://www.townofhammonton.org), "Departments and Services, Municipal Clerk/Registrar, Employment Application" and submit along with resume and cover letter to:

[townclerk@townofhammonton.org](mailto:townclerk@townofhammonton.org)

**The Town of Hammonton is an Equal Opportunity/Affirmative Action Employer**