

COMMUNITY AFFAIRS DIRECTOR

Purpose of Position: The Community Engagement Coordinator serves as a direct link between the District Attorney General's Office and the citizens of Knox County to encourage and improve public trust through various innovative programs and public relations efforts, which includes consistent and effective communication, community outreach, education, and collaborative partnerships.

Job Responsibilities:

- Develop, promote, and administer community outreach.
- Maintain a calendar of outreach activities and initiatives and oversee the Office's participation.
- Coordinate and help facilitate District Attorney General's speaking engagements and community involvement.
- Serve as an active brand ambassador ensuring and coordinating the Office's representation in relevant community initiatives and events.
- Manage and maintain all digital communication including website and social media accounts, including planning, content creation, and curation.
- Design and produce publications and reports, including but not limited to brochures.
- Assist Public Information Officer as needed.

Qualifications:

- Exceptional written and verbal communication skills to interface effectively with internal and external audiences.
- Energetic, self-motivated, and team oriented.
- Ability to work efficiently with a high level of attention to detail.
- Must be able to work independently with limited supervision.
- Strong technical skills, especially MS Office, design software, social media platforms.
- Marketing/communications/public relations experience preferred.
- 4-year degree in relevant fields preferred.
- Experience working with Knox County community organizations and leaders preferred.

To Apply:

Visit dag.knoxcountyttn.gov/careers and click on the **Administrative & Support Staff Application**.