

CITY OF NATCHITOCHEs  
JOB OPPORTUNITY

POSITION: Public Relations Manager

DESCRIPTION: The City of Natchitoches is looking for an innovative and enthusiastic individual to develop and execute public relations strategies while working in a fast-paced, highly visible position with the City of Natchitoches. Duties performed will include working closely with the Mayor and various city departments with refining, managing and implementing communications plans and branding strategies; preparing press releases, pitching story ideas, creating presentations, articles, reports, electronic flyers and information for websites, blogs and social media accounts. This individual will manage all social media platforms for the City and prepare materials to be presented during the bi-monthly city council meetings.

QUALIFICATIONS: Bachelor's Degree in Business Administration, Marketing, Communications or related field. Prior experience in a related field is preferred.

CONTACT: Human Resources Department at 1400 Sabine St. or P.O. Box 37, Natchitoches LA 71458-0037. Applications may also be picked up upstairs at City Hall located at 700 Second St. or online at [www.natchitochesla.gov](http://www.natchitochesla.gov)

DEADLINE FOR APPLICATIONS: Applications will be accepted through:  
October 18, 2021

THE CITY OF NATCHITOCHEs IS AN EQUAL OPPORTUNITY EMPLOYER.