

**TOWN OF GROTON
NOTICE OF JOB OPENING**

POSITION:

COMMUNITY OUTREACH COORDINATOR

Parks & Recreation

Full-time position, 40 hours per week

STARTING ANNUALIZED RANGE:

\$64,743 - \$74,370

REQUIRED QUALIFICATIONS:

Bachelor's degree in Business, Communications, Public Relations or Marketing or closely related field along with four (4) years of experience, or Master's Degree with two (2) years of experience. Position requires knowledge of business principles, research methods and techniques, marketing and promotion techniques and principles, program and event planning and implementation and experience in municipal Parks and Recreation. Must possess and maintain a valid Motor Vehicle Operator's license.

Individuals with disabilities who will need reasonable accommodation to complete the selection process should inform the Human Resources Office on or before the application deadline. Documentation supporting the need for this accommodation may be required.

SELECTION PROCEDURE:

Review of applications/resumes with best qualified candidates eligible for oral interview.

APPLICATION PROCEDURE:

Applications are available at www.groton-ct.gov or in the Human Resources Office, Groton Town Hall, 45 Fort Hill Road, Groton, CT 06340. Applications must be returned on or before **November 28, 2018.**



Robert Zagami

Assistant Town Manager/Director of Human Resources