

## Position Description

<b>Job Title:</b>	RSI – Communications Associate	<b>Revision Date:</b>	November 22, 2019
<b>Department:</b>	Philadelphia Parks & Recreation	<b>Hiring Manager:</b>	Alain Joinville, Senior Public Relations Manager
<b>Hourly Rate:</b>	\$15/hour	<b>Application deadline:</b>	Open Until Filled
<b>Position Type</b>	Temporary/Seasonal Employment; Nine (9) Months in Duration		

### Overview of City of Philadelphia

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the sixth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

### Agency Description

Philadelphia Parks & Recreation (PPR) advances the prosperity of the city and the progress of her people through intentional and sustained stewardship of over 10,200 acres of public land and waterways as well as through hundreds of safe, stimulating recreation, environmental, and cultural centers. PPR promotes the well-being and growth of the City's residents by connecting them to the natural world around them, to each other, and to fun, physical, and social opportunities. PPR is responsible for the upkeep of historically significant Philadelphia events and specialty venues, and works collaboratively with communities and organizations in leading capital projects and the introduction of inventive programming. To learn more about Philadelphia Parks & Recreation, visit us at [www.phila.gov/parksandrec](http://www.phila.gov/parksandrec), and follow @philaparkandrec on Facebook, Twitter, and Instagram.

### Position Summary

The Recreation Specialty Instruction (RSI) will serve as a Communications Associate to assist with press event management, public relations strategies, and the development of media materials. The associate will work closely with PPR public relations managers, as well as other departmental employees, City agencies, community organizations, and nonprofit partners. Candidates should have a passion for Philadelphia, the ability to write for various contexts and audiences, and experience working in a fast-paced office with a variety of tasks and priorities. This is a writing-heavy opportunity that requires the ability to write extremely well on deadline.

The position begins in February 2020 and ends in November 2020.

## Responsibilities

- Writing press releases, media advisories, media pitches, and talking points
- Press event planning
- Staffing and photographing special events
- Compiling press clips
- Developing website/blog post content
- Contributing social media content
- Supporting administrative tasks
- Other duties as assigned

## Competencies, Knowledge, Skills and Abilities

- Excellent writing and editing skills
- Proficiency in AP Style
- A multi-tasker who can think independently and creatively, and work well on deadline
- Superb organizational skills
- Self-starter
- Punctual team player with a flexible schedule (willing to work nights and weekends as needed)
- Professional demeanor
- Knowledge of press event management/logistics
- Ability to perform duties independently

## Qualifications (Education and Experience)

- Bachelor's degree in communications, marketing, journalism, or related field
- 1-3 years of work experience in marketing, public relations, journalism, or communications
- Prior experience in Photography preferred

## Additional Information

- Successful candidates must be a city of Philadelphia resident as a condition of employment.
- Interested candidates must submit a cover letter and resume to [parksandrecreation@phila.gov](mailto:parksandrecreation@phila.gov). (Portfolio links and writing samples are welcome as well.)
- The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to [faqpchr@phila.gov](mailto:faqpchr@phila.gov). For more information, go to: Human Relations Website:  
<http://www.phila.gov/humanrelations/Pages/default.aspx>