

COMMUNICATIONS COORDINATOR

CITY OF HASTINGS



TELL OUR STORY. SHAPE OUR VOICE. ENGAGE OUR COMMUNITY

The City of Hastings is seeking a strategic, creative, and relationship-driven Communications Coordinator to lead and manage all aspects of the City's communication efforts. This position plays a vital role in connecting residents, businesses, media partners, and staff with timely, transparent, and engaging information.

If you are passionate about public service, storytelling, digital media, and community engagement – we want to hear from you!

WHAT YOU'LL DO

- ✦ Lead the City's Strategic Communications Plan
- ✦ Serve as City spokesperson and manage media relations
- ✦ Oversee website governance and social media engagement
- ✦ Develop quarterly print newsletters and weekly e-newsletters
- ✦ Create content calendars and measure communication effectiveness
- ✦ Support crisis communications and serve as Public Information Officer (as needed)
- ✦ Represent the City on KDWA radio and at community events
- ✦ Collaborate with the Mayor, leadership team, and department heads
- ✦ Manage branding standards and communications-related policies

WHAT YOU BRING

- ✓ Bachelor's degree in Communications, Journalism, English, or related field
- ✓ Minimum 3 years of experience in strategic communications or public relations
- ✓ Experience with digital & print media, brand management, and analytics
- ✓ Strong writing, editing, and storytelling skills
- ✓ Experience working with elected officials and community leaders
- ✓ Ability to manage multiple deadlines in a fast-paced environment

Preferred:

- + Master's degree
- + InDesign experience
- + Content Management System experience
- + Local government experience

WHY HASTINGS?

The City of Hastings is a vibrant river community known for its scenic beauty, historic charm, and strong civic engagement. This role offers the opportunity to make a visible and meaningful impact every day.

Interested in Applying?

Visit: <https://www.hastingsmn.gov/employment/>

For more information, contact Assistant City Administrator Kelly Murtaugh
651-480-2355 or kmurtaugh@hastingsmn.gov