



HUMAN RESOURCES DEPARTMENT
CITY OF WHEELING
1500 CHAPLINE STREET
WHEELING, WV 26003

City of Wheeling
Marketing and Community Relations Specialist

The City of Wheeling is accepting applications for the position of Marketing and Community Relations Specialist. This is an unclassified position that reports to the City Manager.

Responsibilities include engaging in community relations activities and partnering with various organizations; publicizing City of Wheeling news and events and serving as the primary media contact for all departments outside of safety forces; planning and executing City-sponsored events; developing advertising and promotions for the City; managing the City's digital presence; providing marketing and communication support for City departments, boards, and commissions; and other duties as assigned.

Applicants must possess a bachelor's degree in marketing, public or business administration, communications, or a closely related field. At least three (3) years of related experience required. An equivalent combination of education and experience that indicates possession of the knowledge, skills, and other characteristics may be substituted for the above qualifications.

Must meet the residency requirement within six (6) months of employment. Ability to work flexible scheduled hours required. A valid driver's license is required. Salary commensurate with experience.

Interested applicants should email a cover letter and resume to Lisa Gruber (lgruber@wheelingwv.gov). If you are unable to email your information, please mail to: Human Resources Department, Attn: HR Director, 1500 Chapline Street, Room 301, Wheeling, WV 26003. Review of resumes will begin immediately and will continue until the position is filled.

No telephone calls, please.
EOE