

COMMUNITY ENGAGEMENT COORDINATOR

The Town of Tarboro is seeking a creative and community-focused professional to serve as its Community Engagement Coordinator. This position is responsible for planning, developing, and implementing communication, marketing, and engagement initiatives to promote the Town of Tarboro and Downtown Tarboro. The employee will manage social media and website content, coordinate public events, design marketing materials, and foster partnerships that strengthen economic development, tourism, and community pride.

Responsibilities include creating and distributing promotional campaigns, supporting Town-sponsored and co-sponsored events, coordinating with local and regional partners, and serving as a key liaison for business development and tourism marketing initiatives. The position requires strong communication skills, graphic design proficiency, and the ability to manage multiple projects in a fast-paced environment. The ability to work independently, collaborate across departments, and engage effectively with residents, businesses, and community organizations is essential. Some evening and weekend work will be required.

Minimum Qualifications:

Graduation from an accredited college or university with a degree in Communications, Public Relations, Marketing, Graphic Design, Business Administration, or a related field, with at least two years of progressively responsible experience in marketing, communications, event coordination, or community relations, or an equivalent combination of education and experience. Proficiency with graphic design software (Adobe Creative Suite, Canva), social media management tools, and website content management systems is required. Municipal or nonprofit experience is preferred. A valid North Carolina Driver's License is required.

Compensation: Excellent benefits provided. Salary range is \$50,924 to \$81,479 annually, depending on qualifications.

Applications can be downloaded from www.tarboro-nc.com. Position will remain open until filled. Submit completed applications and supporting materials to:

Town of Tarboro
ATTN: Human Resources
Post Office Box 220
Tarboro, North Carolina 27886
(252) 641-4244

Equal Opportunity Employer