



## **Position Description**

**TITLE: Community and Communications Administrator**

DEPARTMENT: Administration / Community Relations

REPORTS TO: Township Manager / Board of Supervisors

FLSA STATUS: Exempt

EMPLOYMENT STATUS: Full-Time

DATE: January 2026

SALARY: Commensurate with experience and qualifications

### **GENERAL SUMMARY**

The Community and Communications Administrator provides professional-level administrative, communications, and community engagement services to the Township Board of Supervisors and Township Manager. This position serves as the Township's primary coordinator for public communications, media relations, community outreach, and parks and recreation-related coordination.

The Community and Communications Administrator is responsible for managing the Township's public-facing communications, including the website, social media platforms, newsletters, and official notices, ensuring accurate, timely, and transparent dissemination of information. The position also performs coordination functions similar to a Parks and Recreation Director, including organizing meetings, working with volunteer committees and community organizations, assisting with the planning and promotion of programs and events, and serving as a liaison between the Township and the public regarding parks, facilities, and community use.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Administrative & Organizational Support**

- Provide administrative support to the Township Manager and Board of Supervisors, including preparation of correspondence, reports, agendas, resolutions, and official records.
- Serve as a professional point of contact for residents, elected officials, staff, and visitors.
- Attend and support public meetings; prepare agendas, supporting materials, and accurate meeting minutes. Evening meetings may be required.
- Assist with preparation, organization, and distribution of Board of Supervisors meeting packets.
- Maintain organized records and filing systems in accordance with records retention requirements.
- Assist with Right-to-Know requests and records management.
- Support Township initiatives, interdepartmental coordination, and special projects as assigned.

### **Community, Communications & Media Relations**

- Serve as the Township's primary communications and public information liaison.
- Manage, update, and maintain the Township website, social media platforms, newsletters, and other public-facing communication tools.
- Draft and distribute public announcements, meeting notices, press releases, emergency notifications, and informational materials.
- Coordinate messaging with Township leadership, staff, consultants, and emergency services to ensure consistency and accuracy.
- Monitor public engagement, respond to inquiries, and route requests to appropriate departments.

- Ensure compliance with the Pennsylvania Right-to-Know Law, Sunshine Act, and other applicable public information requirements.

#### Parks, Recreation & Volunteer Coordination

- Perform coordination functions similar to a Parks and Recreation Director.
- Organize and facilitate parks, recreation, and community-related meetings.
- Serve as a liaison to volunteer boards, committees, and community organizations.
- Assist with the planning, scheduling, promotion, and communication of community programs, events, and activities.
- Coordinate public use of Township parks, facilities, and community spaces.
- Assist with grant research, applications, documentation, and reporting related to parks, recreation, and community initiatives.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Excellent written, verbal, and interpersonal communication skills.
- Strong organizational, time management, and problem-solving abilities.
- Ability to exercise sound judgment, discretion, and professionalism.
- Proficiency in Microsoft Office Suite and digital communication tools.
- Experience with website content management systems and social media platforms.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Ability to cross-train and be cross-trained in Township operations and administrative functions.

#### **MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS**

- Bachelor's degree preferred and/or a minimum of five (5) years of progressively responsible related experience.
- Municipal, government, nonprofit, or public-sector experience preferred.

- Equivalent combinations of education, training, and experience will be considered.

## **PHYSICAL DEMANDS & WORK ENVIRONMENT**

- Frequent sitting, talking, and hearing; occasional standing and walking.
- Regular use of office equipment and digital communication technology.
- Ability to lift up to twenty-five (25) pounds.
- Office-based environment with occasional site visits and evening meetings.

## **GENERAL SIGN-OFF**

Bethel Township seeks a candidate with a strong work ethic, professional demeanor, and demonstrated commitment to public service. This is a full-time, at-will position with competitive benefits. Salary is commensurate with experience and qualifications.

## **ACKNOWLEDGMENT**

I have read and understand this job description and certify that I am able to perform the duties described herein.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

## **EMPLOYMENT BACKGROUND INFORMATION**

Any offer of employment is contingent upon the successful completion of a criminal background check, drug and alcohol screening, FBI background check, and physical examination. Applicants must provide all required identification and information in accordance with applicable laws.