

City of Frankfort Government

Position Title: Communications Administrative Specialist

Reports To: Community Development Director

Status: Part-Time (up to 20 hours a week)

Effective Date: November 24, 2025

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and ability required to perform job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Summary

The Communications Administrative Specialist supports the City of Frankfort's Community Development Director's efforts by specializing in content creation, social media management, and maintaining website content. This vital role works under the supervision of the Community Development Director to promote community growth, events, and services. The position also provides direct administrative support and assists with grant-writing activities.

Essential Duties and Responsibilities

Under the direction and supervision of the Community Development Director, the Communications Administrative Specialist performs the following essential duties:

1. Content Marketing and Communications

- Draft, edit, and create engaging content for various communication materials, including website updates and media releases.
- Help maintain effective communication links with Frankfort citizens.
- Support the development and implementation of communication strategies to highlight community initiatives, events, and services.

2. Social Media and Website Management

- Contribute to the oversight and content creation for the City's social media platforms.
- Develop creative and informative social media posts to promote community events, programs, and initiatives.
- Assist the Community Development Director in keeping the City's website updated and ADA compliant.

- Help maintain a calendar of outreach activities, including community events and communication opportunities.

3. Administrative and Grant Support

- Assist the Community Development Director with other projects and administrative duties as required.
- Assist in researching and applying for federal and state grants that facilitate community and business development, as directed by the Community Development Director.
- Help research and assist in various projects aimed at business growth opportunities in the City of Frankfort.
- Provide support for community events and activities as determined by the Mayor and Community Development Director.
- Assist with other departments as directed by the Community Development Director with outreach opportunities.

Required Qualifications

- Strong interest in marketing, communications, social media, and community engagement.
- Bilingual (Spanish) is preferred but not required
- Excellent written and verbal communication skills.
- Proficiency in using computers, Adobe, Canva, Microsoft Office, and applicable software applications.
- Ability to work independently and as part of a team.
- Interpersonal skills are sufficient to exchange information and receive work direction from coworkers, supervisors, and the general public.

Licensing and Certifications

- Valid Indiana Driver's License.

PLEASE NOTE: Applicants must meet the City of Frankfort's criteria for an acceptable driving record.

Working Conditions / Physical Requirements:

- Positions in this class require: standing, fine dexterity, walking, lifting, carrying, sitting, reaching, handling, kneeling, pushing/pulling, climbing, vision, foot controls, balancing, bending, crouching, hearing, twisting, talking.
- Light Work: Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of the positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Fair Labor Standards Act (exempt/non-exempt) is designated by position. The City of Frankfort actively supports the Americans with Disabilities Act and will consider reasonable accommodations.

Environmental Factors:

Normal office environment.

ADA Compliance:

Physical Factors

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight, 10-20 pounds. Tasks may involve extended periods of time at a keyboard or work station.

Applicant/Employee Acknowledgement:

The job description for the position of Community Development Director describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes____ No____

Applicant/Employee Signature:

The City of Frankfort, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.