



The Town of Berwyn Heights is seeking a part time Public Information Aide to form part of the Administration Department team.

Who We Are

The Town Council and employees of Berwyn Heights cultivate a high quality of life by engaging the community and delivering equitable, professional, and expeditious services to our residents. We are a safe, diverse town at the center of abundant natural beauty, with a neighborly charm and community spirit that is welcoming to all.

What We Desire

An individual with attention to detail who can:

- Assist with the production of the Town Bulletin in areas related to content, layout, graphic design and meeting deadlines;
- Create, publish and share content on social media platforms and the Town website;
- Promote Town events and programs in paper and electronic format and inform residents and businesses about Town services and regulations;
- Assist with planning, organizing and documenting Town events;
- Serve as a point of contact between the Town/ Administration Department and the public in person and on the telephone.

What We Require

- College degree (preferred) or equivalent, plus two (2) years public information/ communication experience. Customer service experience is preferred.
- Intermediate knowledge of computer use. Advanced knowledge of MS Word, Excel and Outlook software.
- Able to pass any background and drug screenings required.
- Valid driver's license and own transportation

What You Can Expect

This is a part time position, limited to sixteen (16) hour a week, at a rate of \$15.30 per hour.

If This Is You

A Town of Berwyn Heights employment application is required along with a cover letter, resume with 3 professional references and 3 writing samples to Treasurer/HR Manager Michelle Rodriguez at MRodriguez@BerwynHeightsMD.gov or mail to 5700 Berwyn Road, Berwyn Heights, Maryland 20740. The closing date is **Friday, December 21, 2018.**