

JOB ANNOUNCEMENT

The City of Norwich announces a closed promotional and an open examination to fill a vacancy and establish an eligibility list for the following classification:

60372 – PROGRAMS COORDINATOR - PUBLIC OUTREACH

Public Utilities Department

Open Until: February 6, 2023 at 04:30 PM EST

Rate of Pay: \$103,105.60 - \$125,340.80



General Description

Under the direction of the assigned manager, the Programs Coordinator is a member of the communications and public affairs team and is responsible for, project management, internal and external strategic communication, meeting planning, and confidential project support services. The position requires independent performance of duties and the exercise of judgement in making decisions. For this position, NPU offers the option to work remotely for a portion of each week at the discretion of the assigned manager.

Qualifications

Associates degree in a related field plus 8 years of demonstrated experience with internal and external communications OR Bachelors degree in a related field plus 3 years of demonstrated experience with internal and external communications.

Important Information

In order to be considered, applicants must demonstrate on their application they meet the minimum qualifications as stated in the job announcement.

You must reside within the State of Connecticut, 60 miles from Norwich within one year of appointment.

The complete job description is available online.

Examination will consist of: 100% written OR 100% oral OR 100% experience and training OR 100% practical.

To apply visit our website at www.norwichct.org/hr.
For questions or additional information, call (860) 823-3836.
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

01/09/2023

PKO