



Rick Staly, Sheriff

FLAGLER COUNTY SHERIFF'S OFFICE

“An honor to serve, a duty to protect.”

OPEN POSITION ANNOUNCEMENT			
Job Title:	Social Media Coordinator	Posting Date:	October 2021
Division:	Chief of Staff	Supervisor:	Public Affairs Manager
Shift:	Monday – Friday 8:00 am – 5:00 pm	Salary:	\$43,780.95 minimum Grade 19
OVERVIEW: <p>Flagler County Sheriff’s Office is looking for a dynamic, energetic and creative member of the Public Affairs Section. Flagler County is located on the Atlantic Coast of NE Florida between Daytona Beach and St. Augustine. Flagler County is one of fifteen Florida counties named to the top 100 fastest growing counties in the nation. With 115,000 residents the population is expected to double by 2050. The Flagler County Sheriff’s Office has been the only full-service Law Enforcement Agency in Flagler County for over 100 years. We have over 300 professionals and are proud to be four-diamond accredited in Law Enforcement, Corrections, Telecommunications and Ethics. The Daytona Beach News Journal has recently named the Flagler County Sheriff’s Office one of the 10 best places to work in Flagler County.</p>			
DUTIES AND RESPONSIBILITIES:			
<ul style="list-style-type: none">Manages social media platforms and tools.Works closely with the Public Affairs team to ensure messaging is consistent and accurate.Creates content for social media that is visually appealing and highly informative.Builds and oversees the social media content calendar.Proactively makes recommendations to engage the community and stay informative.Responds to social media comments and messages with accurate and timely information.Measures success of social media efforts through Insights and Analytical data.Plans and implements news media, social media, and web-based campaigns to promote FCSO initiatives or programs.Assists in the development of print and electronic informational materials.Collaborates with other Divisions to plan for agency events.Assists in design and maintenance of the Agency’s website.Assists with creation of monthly newsletter.Responds to public record requests from the media.Writes and edits for newspapers, brochures, and pamphlets in preparation for publishing.Participates in recruiting and community activities are directed.Performs all other duties as assigned.			
MINIMUM SELECTION CRITERIA:			
<ul style="list-style-type: none">Bachelor’s Degree in Marketing, Journalism, Public Relations or closely-related field preferred.Professional experience with social media platforms and tools.Must have a valid Florida Driver’s License			
SPECIAL SELECTION CRITERIA:			
<ul style="list-style-type: none">Prior professional experience in social media or media relations preferred.Proficiency with photo and video editing.Experience with graphic design work.Familiarity with Florida’s Public Record Laws.			
HOW TO APPLY:			
Any interested and qualified candidates should submit a resume and cover letter to careers@flaglersheriff.com .			