



Job Title:	Communications and Special Events Coordinator	Department/Loc:	Administration
FLSA Classification:	Exempt	Date Drafted:	December 2025
Reports To:	City Manager		

Position Summary

Under executive direction from the City Manager, the Communications and Special Events Coordinator is responsible for managing and coordinating communications and special events for the City of Cayce.

Position Responsibilities - Essential

This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Coordinates the creation, publication and distribution of marketing, promotional, and informational materials for City initiatives, programs, and activities, including press releases, brochures, fliers, emails, social media posts, website content, etc.: consults with City staff and elected officials to gather information; creates artwork and writes content; designs layout of materials; and posts and submits materials to City social media accounts, website, media outlets, and email lists.
- Coordinates special events and activities; leads and participates in related committees; participates in planning and implementing events, to include scope, theme, schedule, budget, marketing and promotion, etc.; organizes pre-event logistics, including documentation, permits, vendor contracts, and site preparation; overseeing event operations to ensure safety, troubleshoot issues, and handle emergencies; and performs post-event evaluations, cleanup, and reporting.
- Represents City at local and regional events, meetings, committees, and other functions; promotes City activities, programs, and events; and develops relationships that can generate resources and support for City programs and initiatives.
- Manages a variety of technical applications, including social media, web, mobile applications, e-news, email and others; manages and updates content for internal and external audiences; and works with vendors as needed.
- Maintains an awareness of methods, practices, trends and advances in the profession; reads professional literature; maintains professional affiliations; and attends meetings, workshops, and training sessions as required.
- Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures; prepares, completes, receives, reviews, processes, forwards, or retains, as appropriate various forms, reports, correspondence, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.
- Communicate with City administrators and elected officials, City employees, outside agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, receive/give advice and direction, and resolve problems.
- Operates various equipment as necessary to complete essential functions; operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment.



Position Responsibilities - Non-Essential/Other

- Other duties as assigned

Essential Skills and Experience

- Bachelor’s degree in marketing, Communications, Public Relations, or a related field required; supplemented by two years of experience in marketing, communications, event planning, or related; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must possess and maintain a valid South Carolina driver's license.

Knowledge, Skills and Abilities:

- Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Mental & Physical Demands - ADA Guidelines

Physical Demands

• Sit	Frequently	• Reach Above Shoulder	Frequently
• Walk	Frequently	• Climb	Occasionally
• Stand	Frequently	• Crawl	Occasionally
• Handling	Frequently	• Squat or Kneel	Frequently
• Reach Outward	Frequently	• Bend	Frequently

Lifting Requirements

• 10 pounds or less	Frequently	• 51-100 pounds	Occasionally
• 11-20 pounds	Frequently	• >100 pounds	Occasionally
• 21-50 pounds	Frequently		

Pushing and Pulling Requirements

• 12 pounds or less	Frequently	• 41 to 100 pounds	Occasionally
• 13 to 25 pounds	Frequently	• > than 100 pounds	Occasionally
• 26 to 40 pounds	Frequently		

Definitions

• N/A	Not Applicable	Activity is not applicable to this occupation
• O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
• F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
• C	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.



The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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