

Communications Analyst Vacancy Information

Application Period February 6, 2026 – February 20, 2026, at 12:00 pm (Noon)

The Memphis City Council is currently seeking qualified candidates for a Communications Analyst position.

Selection Process: Applications shall be submitted no later than Friday, February 20, 2026, at 12:00 noon. A background check will be performed, and references will be contacted. Please submit the completed application and required materials to Brooke.Hyman@memphistn.gov.

You are responsible for documenting that you meet all requirements for the position. An incomplete application, missing documents, or false responses to questions may result in disqualification. Your application must include all relevant education and experience. Before applying for a position, please update your profile (address, education, work history, etc.) to ensure that the most current information is considered as a part of the application.

You will be notified by email or telephone regarding the status of your application. Please read the [job description below carefully.](#)

JOB TITLE: Communications Analyst

DIVISION: City Council

ESSENTIAL JOB FUNCTIONS: Works under the direction of the City Council Chief Administrative Officer or designee in developing, coordinating, implementing, and supervising communication initiatives for the City Council Office. Communicates and promotes programs and events that enhance and drive the values-driven culture of the Legislative Division.

Communications Duties

Evaluates key areas of ownership through the Council's website, email marketing, content development, social media platforms, and other communication outlets. Monitors assigned projects to ensure projects and goals are met in a timely manner. Supports division personnel to ensure that public relations and communications projects are completed efficiently and within budget. Aids the development of media affairs plans for signature events. Manages and coordinates content information shared among service centers, divisions, and external customers. Creates and maintains a communication calendar to ensure projects and programs are executed in a timely manner. Maintains and updates the division's website, social media platforms, and communication outlets. Monitors the work evaluations of the team to maintain proficiency within their department. Coordinates with other city departments to provide consultation on how to address the Council's communication needs. Oversees and advises marketing communication. Ensures the creation and dissemination of all printed material, such as brochures, newsletters, and internal communications. Creates a comprehensive and sustainable employee engagement strategy for internal communications. Identifies appropriate social media platforms that best serve the division's business needs and objectives by tailoring posts. Collaborates with Council Staff and City personnel

to ensure consistent communication and program design. Tracks performance of various social media initiatives and develops changes to improve results. Maintains and updates calendars; receives and screens requests; coordinates, arranges, and confirms meetings, appointments, social engagements, and community/intergovernmental events. Reviews, determines the priority of and routes assigned incoming correspondence. Receives and screens visitors and telephone calls. Responsible for the preparation and typing of correspondence, memoranda, reports, agreements, presentations, forms and other documents, often of a highly sensitive and confidential nature; ensures documents are accurate, complete and conform to standards, policies and procedures; ensures materials, reports and documents for signature are accurate and complete; responds independently to mail and email inquiries regarding a variety of City matters. Ensures a customer service-oriented work environment that supports achieving the established objectives and service expectations.

OTHER FUNCTIONS: Performs additional work functions (essential or otherwise) which may be assigned.

TYPICAL PHYSICAL DEMANDS: Must be able to communicate clearly both verbally and in writing. Requires the ability to operate general office equipment, such as a personal computer and telephone. Requires some lifting and carrying objects, such as office supplies weighing up to 15 lbs.

TYPICAL WORKING CONDITIONS:

Work is performed in an office. Some travel to meetings across the City may be required. Some nights and weekends required if assigned by Council member or office management. Must be available to attend all committee and regular meetings of the Memphis City Council, except for in the case of extenuating circumstances that have been properly communicated to Council members and office management.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Communications, Business or related field and three (3) years communications experience; or any combination of education and experience which enable one to perform the essential job functions.

The City of Memphis is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, creed, sex, disability, national origin, political affiliation, age, or any other legally protected status.

Communications Analyst Application Information

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Please submit the name and contact information for three professional references.

1. Please list the name, address, email, and telephone number for Professional Reference#1.

2. Please list the name, address, email, and telephone number for Professional Reference#2.

3. Please list the name, address, email and telephone number for Professional Reference#3.

Please attach the necessary documents.

Please attach the following

- a. Completed Application,
- b. Cover Letter, AND
- c. Resumé.

**All applicants must submit this information with your application. Applications without ALL requested attachments are incomplete and will not be considered. Applicants are solely responsible for submitting a complete application. Upon submission, Applicants will receive a confirmation of their application submission for their records.*

Signature: _____

Date: _____

My signature serves as my acknowledgment that by applying for this position, that the information is correct and accurate. False statements will result in disqualification from the candidate selection process.