

Advertising Sales and City Assistant (Part-Time)

Reports To: Economic Development Director and City Manager

Position Summary:

The City of Hawkinsville Economic Development and Main Street Office is seeking a qualified and motivated part-time Advertising Sales and City Assistant. The position is responsible for managing, designing, and selling digital advertising on the Hawkinsville Downtown Development Authority (HDDA) digital sign. This role also supports the Main Street Program and provides general administrative assistance to the City of Hawkinsville. The ideal candidate will be organized, creative, and able to balance client relations, design tasks, and administrative duties.

Key Responsibilities:

Digital Advertising Management & Sales

- Sell advertising space on the HDDA digital sign to local businesses, nonprofit organizations, and community groups in accordance with HDDA policy.
- Design, schedule, and manage digital advertisements (JPG, PNG, MP4 formats) ensuring compliance with HDDA content guidelines.
- Communicate with clients regarding ad specifications, payment, and scheduling.
- Maintain records of advertising contracts, payments, and submissions.
- Ensure timely display of ads, including processing requested changes and updates.
- Coordinate with City/County entities to prioritize emergency or city messaging.
- Works 12 hours a week on this duty.

Community & Program Support

- Support the City of Hawkinsville and the Economic Development Office with general administrative tasks as assigned by the Economic Development Director and City Manager.
- Help maintain records, file paperwork, and prepare reports related to advertising and program activities.

Administrative & Clerical Duties

- Process and organize incoming advertising requests, contracts, and payments.
- Maintain accurate records of sign content, advertiser history, and compliance with HDDA policies.
- Perform general office tasks including filing, email correspondence, and document management.

Qualifications:

- Strong written and verbal communication skills.
- Experience in digital marketing, graphic design, or advertising preferred.
- Proficiency with design software (Canva, Adobe Creative Suite, or similar) and basic office software (Microsoft Office or Google Workspace).
- Ability to manage multiple tasks, meet deadlines, and work independently.
- Friendly, professional, and community-focused attitude.

Work Schedule:

- Part-time position with flexible hours, up to 20 hours/week

Compensation: \$10/ Hour**How to Apply:**

Applications may be found online at <https://hawkinsville-pulaski.org/employment-opportunities/>. Incomplete applications will not be considered. This position does not qualify for health insurance or retirement benefits. Please submit a City of Hawkinsville application, resume and references using one of the following:

Application Drop Off and Mailing Address:

City of Hawkinsville City Hall
56 Broad Street, P.O. Box 120
Hawkinsville, GA 31036

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The City of Hawkinsville is a Drug Free Employer