

JOB NOTICE
Community Relations & Media Specialist

Springfield Township, Montgomery County, PA seeks a highly organized and self-motivated individual to fill the position of Community Relations & Media Specialist.

The position greets visitors, answers incoming telephone calls, maintains the Township's website & social media accounts and provides general clerical support.

Knowledge of Microsoft Office applications, social media platforms and website management is required. Excellent grammar, spelling and communications skills are essential.

Salary based on experience/qualifications. Excellent benefits package including medical and pension. The anticipated start date is January 2026. Application information is available at www.springfieldmontco.org and Springfield Township Building, 1510 Paper Mill Road, Wyndmoor, PA 19038. Cover letter, resume, and salary history/expectations to clloyd@springfieldmontco.org. Deadline is 4:00 pm January 2, 2026. Equal Opportunity Employer.