



DIRECTOR OF COMMUNICATIONS & COMMUNITY RELATIONS POSITION ANNOUNCEMENT

The Position

The Town of Munster is actively seeking a qualified individual to lead its communications and community relations initiatives. Ideal candidates should have significant experience in all facets of communications and community relations, which includes developing both internal and external communications, community outreach, managing media and public relations, marketing, and fostering civic engagement.

The Director of Communications & Community Relations will be responsible for creating, editing, and disseminating communication materials aimed at educating the public and enhancing Munster's positive image among varied audiences. This role will also involve collaborating with all levels of the organization to ensure brand and message consistency, promoting the town's amenities, and organizing community events.

The Town is collaborating with a consultant to formulate a strategic communication plan. The Director of Communications & Community Relations will play a key role in developing this plan and will oversee its execution.

The Community

The Town of Munster provides a rich array of cultural and public amenities that are appreciated by its nearly 24,000 inhabitants. Situated just 26 miles south of Chicago, Munster presents families and businesses residing there with a diverse range of shopping options, cultural activities, and exceptional accessibility. The town's low tax rate, proximity to major highways, airports, and rail lines has contributed to its status as a sought-after hub for various businesses. Munster takes pride in its consistently high-ranking education system, convenient transportation options, abundant parks and trails, quality recreational programs, engaged community members, and outstanding municipal services.

Qualifications

Bachelor's degree in Journalism, Communications, Marketing, public relations, Business Administration, or a related field (equivalent experience will be accepted in lieu of post-secondary education) and at least three (3) years of progressively responsible experience in marketing, communications, social media communication, public information/public relations or a related field.

Compensation and Benefits

The salary range is \$59,134 - \$94,473. The Town of Munster provides a comprehensive benefits package which includes: PPO & HDHP medical insurance, dental and vision insurance, paid life insurance,

vacation, 12 sick days, 11 holidays, 12 injury days, 2 PTO days, longevity pay, EAP, Indiana Public Retirement System or Town contribution to a deferred compensation plan, 457 plan, park discounts including pool and golf memberships, and professional development. Residency is not required.

Application Process

This position is open until filled. Qualified candidates are encouraged to submit a cover letter and resume to hr@munster.org by February 9, 2026.

Equal Employment Opportunity Employer (EEOC): The Town of Munster is an Equal Employment Opportunity Employer. It is the policy of the Town of Munster to provide equal employment opportunities without regard to race, color, religion, marital status, sex, national origin, ancestry, disability, genetic information, political affiliation, age, sexual orientation or other non-merit factors.