

WEBSITE & SOCIAL MEDIA MANAGEMENT

Clear Communication. Better Engagement.

Website and social media management that keeps public information current, professional, accessible, and aligned with community communication objectives.

CORE SERVICES

✓ Website Content

Maintain accurate, timely, and professionally presented information across municipal website pages.

✓ Department Pages

Update departmental services, contacts, forms, resources, schedules, and other public-facing information.

✓ Public Notices

Post notices, news, announcements, closures, deadlines, and other time-sensitive public information.

✓ Social Media Planning

Develop organized content calendars and messaging that support consistent community communication.

✓ Event Promotion

Create and publish digital content promoting meetings, events, programs, initiatives, and public participation.

✓ Graphics & Campaigns

Develop branded graphics and communication campaigns for municipal programs, services, and announcements.

✓ Content Reviews

Periodically review website and social content for accuracy, relevance, broken information, and needed updates.

✓ Communication Procedures

Establish workflows, responsibilities, approval processes, and standards for managing digital public communications.

GOVERNMENT CONTRACTING CODES

NAICS: 541613, 541810, 541511

PSC: R426, DA01

DELIVERY MODEL

1 ASSESS • 2 PLAN • 3 EXECUTE • 4 REPORT