

NEIGHBORHOOD SERVICES COORDINATOR

JOB DESCRIPTION

Salary Range \$28,000 - \$33,000

Employment Status – “At Will”

This position is located within the Town of Eatonville Community Redevelopment Agency. Administers all of the Town of Eatonville Community Redevelopment Agency community relations programs, which include public information, community outreach, community affairs, and community and media relations for a agency or programs. Develops, coordinates and implements community outreach and relations efforts; enhances communication between residents, businesses, the media and the Town; promotes citizen involvement in Town government, implements neighborhood services programs; and provides opportunities for residents to learn about Town government programs, services and operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs duties and responsibilities commensurate with assigned functional area within a Town of Eatonville Community Redevelopment Agency which may include, but are not limited to, any combination of the following tasks:

- Develops, coordinates, promotes and implements events and programs involving Town departments, local businesses and community organizations.
- Produces and coordinates program publications, brochures, newsletters, videos, web information and materials; meets with staff to determine key messages and themes.
- Initiates new strategies to improve existing programs and projects; provides advice to program and project managers to improve community relations; develops strategies and methods to enhance and encourage public involvement.
- Prepares and presents written and verbal communications for various audiences.
- Participates on various teams and committees; attends public meetings and advisory board meetings to obtain and disseminate information; may serve as Executive Directors spokesperson.

SUPERVISION RECEIVED AND EXERCISED

Works under the supervision of the Executive Director.

May supervise support staff, temporary staff, and/or volunteers, as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

Graduation from an accredited four-year college or university with a degree in Communications, Public Relations or related field.

Four or more years of professional related experience involving communicating with the public and other related areas.

Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

Knowledge of public relations and public involvement techniques and strategies; knowledge of media relations strategies; working knowledge of project, department or program being represented.

Knowledge of elements of web-page design; ability to write and oversee the design of promotional and informational materials.

Ability to design and management public involvement programs, communications materials and information strategies.

Ability to establish effective working relationships with the media, employees, managers, citizens, appointed and elected officials; ability to work in a team environment and to work independently.

Ability to communicate effectively, both orally and in writing; ability to make persuasive public presentations; ability to listen and respond to citizens and other customers on a variety of issues.

Ability to accomplish goals using sound analytical and decision-making skills, and to creatively problem-solve complex issues.

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.

The employee may be required to push, pull, lift, and/or carry up to 20 pounds.

The noise level in the work environment is usually moderately quiet.