



Job Title: Community Relations and Event Coordinator

Department: Community Development

Reports to: Community Development Director

FLSA Classification: Exempt

Grade: 240

Salary: \$54,904-\$76,865

Position Summary

Under the general direction of the Community Development Director, this position is responsible for performing a variety of communication and event planning activities for the city that are creative, engaging, high quality, and effectively executed. This hands-on role involves working individually and collaboratively to plan and deliver various programs, activities, and major outdoor events. The Community Relations and Event Coordinator represents the city and various outreach meetings and is the primary staff person responsible for implementing planned events.

Duties and Responsibilities

*Plans, coordinates, and executes all city events and serves as the point of contact and liaison with vendors on event-related matters. Propose new ideas to improve the event planning and implementation process. Propose new ideas to improve the event planning and implementation process.

*Provides support and assistance in planning, developing, producing, and delivering marketing, and communications materials for community outreach and events. Manages the development, production, and distribution of promotional and collateral materials. Updates and maintains city website.

*Develops and executes the city's communication and events calendar. Develops and implements social media campaigns and messaging for a variety of audiences

*Conducts outreach and coordinates with various social and public service agencies to cultivate relationships with businesses, individuals, and other relevant organizations.

*Creates and manage event budgets and tracks expenses, prepares timely check requests, and invoices-

Conducts research and solicit sponsorships for City-sponsored events.

Maintains and updates databases for mailing lists and event sponsors.

Coordinates on-site set-up arrangements and clean-up for all City special events.

Completes other duties as assigned.

Knowledge, Abilities, and Skills

- Ability to use contact management system and other social media platforms to create and send emails, newsletters, etc.
- Ability to use Microsoft Office, Adobe, and database management software and systems
- Ability to communicate effectively, orally and in writing including the editing and attention to detail
- Ability to exercise sound and independent decisions within policy guidelines
- Ability to work independently while maintaining effective working relationships with co-workers, supervisors, elected officials, and the public
- Knowledge and understanding of effective marketing techniques
- Knowledge of event and program management tools, principles, and practices
- Knowledge of risk management relating to services and programs
- Ability to develop and maintain strong working relationships both internally and externally, including media contacts and vendors
- Ability to organize work, develop timelines, and meet deadlines. Exhibits personable demeanor with excellent customer service.
- Ability to organize work and handle multiple projects concurrently
- Ability to perform basic math calculations

Education and Experience

- Requires a bachelor's degree with an emphasis in marketing, communications, public relations, public administration, non-profit administration, or related degree
- Requires three (3) months related experience through an internship or similar work
- Prefer three (3) to five (5) years of experience in marketing, communications, public relations and/or community outreach/engagement activities.
- Prefer experience in government or public-sector organizations
- Prefer Bi-lingual Spanish speaking

Physical Demands and Work Environment

- Frequently lift and/or move up to 10 pounds and occasionally up to 25 pounds
- Prolonged periods sitting at a desk and working on a computer
- Work is primarily performed indoors in an office setting with frequent interruptions from telephone, email, or walk-in customers
- Frequent long and/or irregular weekend or evening hours during events

Benefits

- Medical, Dental, & Vision Insurance
- Retirement
- Life Insurance
- Short Term Disability
- Long Term Disability

Paid Time Off

- Personal Time Off
- Paid Holidays

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

The above statements are intended to describe the general nature of the work being performed and not intended to be an exhaustive list of all duties, responsibilities, and skills.

**Essential functions of the job*