



# Community Engagement Coordinator

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**DEPARTMENT:** Administration

**SUPERVISOR:** City Manager

**CLASSIFICATION:** Non-Exempt

**PAYROLL:** Grade K

**POSITION SUMMARY:** Under the general supervision of the City Manager or their designee, the Community Engagement Coordinator helps coordinate, plan, and execute communication and community engagement strategies, plans and initiatives. This position will focus on raising the visibility of the City and promoting awareness and understanding of City services, policies, projects, programs, and issues.

## **ESSENTIAL JOB FUNCTIONS**

*Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.*

- Facilitate and ensure open and clear citizen access to City government, including developing methods and processes by which citizens may provide feedback to the City.
- Research civic engagement strategies and programs to increase citizen participation in the City of Stayton.
- Implement processes to promote community-government understanding, improve communication, and ultimately increase civic engagement and access to services for all community members.
- Maintain and grow open channels of communications with city departments, other local governments, community members and local businesses through the City newsletter, emails, phone calls, social media, and on-site meetings.
- Manage the content and implementation of social media and advise on website updates and manage web content, with assistance and input from departments.
- Provide support to all departments to identify and implement communication strategies.
- In consultation with Directors, develop marketing materials and strategies to market the City and our resources to the residents, businesses, visitors, greater community and, as appropriate, the region.
- Markets economic development proposals to a broad range of private and public audiences
- Interact positively and professionally at all times when representing the City of Stayton.
- Provide City representation and liaison services for a variety of meetings, advisory groups, boards, committees, agencies, councils, and/or other related groups.

- Implement and maintain a network of experts and community members.
- Perform other duties of a similar nature and level as assigned.
- Advise, plan, and assist with community events.
- Attend community events as a representative of the City.
- Convey clear, accurate and consistent messaging about City programs, policies, and activities.
- Drives to City facilities, vendors, training programs, and meetings as necessary.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Follow safety rules established for the work area.

## **QUALIFICATIONS**

*Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **EDUCATION / EXPERIENCE**

- Bachelor's degree from an accredited college or university in Communications, Marketing, Journalism, Public Relations, or related field and at least 2 years of experience in outreach, community engagement and/or communications, preferably in the public sector. Any combination of education and experience which provides the knowledge and skills and abilities to perform the essential functions and responsibilities of the position.
- Must be able to communicate clearly and concisely, orally and in writing.
- Knowledgeable in social media platforms and the Microsoft Office Suite.
- Graphic design knowledge and/or experience preferred.
- Possession of, or ability to secure possession of, a valid Oregon Driver's License

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Usual office working conditions.
- The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

**PHYSICAL ABILITIES**

*The physical demands 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.*

- While performing the duties of this position, the employee is frequently required to talk and hear.
- The employee is frequently required to sit and stand and communicate, reach, and manipulate objects.
- The position requires mobility.
- Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds.
- Manual dexterity and coordination are required approximately 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.
- This position will require extensive interaction with people and may involve working outside while at events or performing duties to support the business community that expose the employee to outdoor weather conditions.

**SUPERVISION**

- Works under the general supervision of the City Manager.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

**REQUIRED SIGNATURES**

*My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.*

\_\_\_\_\_  
Community Engagement Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date