



## **City of Stayton Job Announcement Community Engagement Coordinator**

The City of Stayton is seeking qualified applicants to fill our Community Engagement Coordinator position. This full-time, non-exempt position will work under the general supervision of the City Manager or their designee. The Community Engagement Coordinator is responsible for developing and executing strategies to actively involve residents, businesses, and community organizations in local government decisions and initiatives by facilitating communication channels, organizing public meetings, conducting outreach programs, and gathering feedback to inform policymaking, all while building strong relationships with diverse community groups and stakeholders.

### **EDUCATION / EXPERIENCE**

- Bachelor's degree from an accredited college or university in Communications, Marketing, Journalism, Public Relations, or related field, or demonstrated 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.
- Writing and producing impactful Public Service Announcement video content.
- Goal-oriented with excellent time management skills.
- Possession of, or ability to secure possession of, a valid Oregon Driver's License

Salary range is \$53,003 to \$69,157 per year; starting salary is dependent on qualifications and experience. The City offers a comprehensive and competitive benefits package including vacation, holidays, sick leave, on-call pay, health insurance choice of Regence or Kaiser (85% City paid; Regence includes City paid HRA VEBA), defined benefit retirement plan eligibility at six months, life insurance, and long-term disability.

To learn more go to [www.StaytonOregon.gov](http://www.StaytonOregon.gov) and visit the "EMPLOYMENT" section, where you can download the job description and application. Applications may be submitted via email to Human Resources at [hr@staytonoregon.gov](mailto:hr@staytonoregon.gov), or via regular mail to the City of Stayton, 362 N. Third Avenue, Stayton, Oregon 97383.

**Open Until Filled**  
**First Review begins Friday, March 28, 2025 at 5:00 p.m.**

*The City of Stayton is an Equal Opportunity Employer*