

Public Outreach and Community Program Planner - Pay Grade 7

Reports To: Executive Director

FLSA Status: Hourly (\$18.27-\$30.76)

Definition:

A professional position responsible for assisting the Executive Director in developing and managing various programs, conducting public and member agency outreach, and planning activities under the agency's work and public participation plans.

Required Training & Experience:

The position requires successfully completing a Bachelor's degree in communications, marketing, business or related field. Master's degree (preferred). The position requires possession of a valid State of Ohio motor vehicle operator's license.

Required Knowledge & Skills:

The position requires an effective communicator with a proven record of positive public relations and media interaction with strong public speaking and writing skills. Strong organization skills, including planning, coordinating, implementing, and finalizing projects according to specifications, deadlines, and budgets. The ability to write and produce effective marketing materials and the capacity to effectuate public policy through the development and implementation of a specific annual work program is necessary. Proficiency with the Microsoft suite required. Proficiency with website and social media platforms along with online meeting applications such as Zoom, Teams, Facebook Live, etc., desired. Working harmoniously with staff, Commission members, and the general public is essential and expected.

Description of Duties:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- * Responsible for creation and maintenance of all agency web and social media platforms.
- * Responsible for the administration, operations, and project management of agency outreach and programming activities.
- * Planning and coordinating events with internal and external stakeholders (community-based organizations, government agencies, members, etc.).
- * Facilitating informational workshops, public hearings, and presentations on programs.
- * Ensuring data quality, accurate tracking, and reporting of outreach engagements.
- * Responsible for grant management functions, including grant application/submittal process and regular reporting.
- * Assist in the development and implementation of various community programs.
- * Assist in various training programs.
- * Convene and attend meetings as required and assigned, including organization of internal committees, notification, recording, and documentation.
- * Perform necessary fieldwork as assigned.
- * Assemble needed materials and supplies for programmatic events.
- * Prepare and personally deliver age-appropriate educational messages to local student populations.
- * Compile pertinent program information from available sources, including fieldwork.
- * Other duties as assigned by the Executive Director.

If interested please send a cover letter, resume and writing or presentation sample to mschumaker@lacrpc.com or Lima Allen County Regional Planning Commission, 130 W. North St., Lima, Ohio 45801, before November 26, 2021.