

Job Description

Position Title: Community Engagement Coordinator

Class: Regular, Full Time **FLSA:** Non-exempt

FTE: 40 hours per week

Length of Assignment: Permanent

Reports to: Project Director

Per Hour Rate: \$20-\$25 BOE

Benefits: Health, Vision, Dental, 401k, FSA, EAP, PTO and Paid Holidays

Summary

The Community Engagement Coordinator will support a variety of development and implementation activities for the company's behavior change campaigns.

Minimum Qualifications

- Bachelor's degree in social sciences, communications; public relations or related field;
- Experience in public relations, teaching, customer service, or community outreach;
- Demonstrated project management experience;
- Strong written and verbal communication skills;
- Ability to work both independently and within a team;
- Proficient in Microsoft Office platforms; and,
- Technical understanding of environmental issues such as recycling, water quality, energy, litter reduction, and related topics is strongly preferred.

Position Responsibilities

- Support the Project Director with development and implementation of new and ongoing social marketing projects;
- Draft content for a variety of outreach materials, including flyers and websites;
- Write and manage social media postings across multiple platforms;
- Write and manage website content using Wordpress;
- Conduct literature and case study reviews;
- Collect, enter, and code survey and observational research data;
- Schedule, coordinate, and deliver in-person presentations for diverse audiences including youth, Homeowner's Associations, and residents;
- Coordinate with vendors (e.g., call centers, designers, printers);
- Assist with focus group recruitment, coordination, and facilitation;
- Assist with the preparation and editing of project reports and materials;

Position Responsibilities (continued)

- Represent Action Research at meetings, online, and at conferences;
- Occasionally accompany the Project Director to client meetings;
- Support proposal submissions by writing and organizing proposal elements;
- Support development of company's collateral/promotional materials;
- Communicate project status, obstacles, and process to Project Director; and,
- Maintain a schedule with a minimum of 75% client-billed time, and a maximum of 25% administrative time.

Work Environment

- Normal office work conditions with use of VDT at a computer workstation;
- Activities may include long periods of sitting; and,
- Occasional domestic travel.

Physical Demands

- Mobility: mobility to attend meetings; Occasionally stands or sits in an outdoor environment or in a transit vehicle;
- Seeing: typically writes, reads, or uses a computer 90-100% of the work period;
- Hearing: typically listens to co-workers or speaks on the phone 25-50% of the work period;
- Grasping/feeling: typically uses phone equipment (including cell phone key pad) or computer keyboard 75 % of the work period; and,
- Lifting: typically lifts supplies and materials and equipment less than 20 pounds.

Latitude and Judgment

- A wide degree of latitude and judgment is expected of this position; and
- Strict confidentiality of all company and client information.

Supervision of Others

- This position may require periodic supervision of Research Assistants or others.

General

- Critical features of this job are described under the headings above and may be subject to change at any time due to reasonable accommodation or other reasons.
- This position may require driving oneself and other employees to project meetings, interviews, and project sites.

