

# Community Engagement Manager Job Posting

*Are you an exceptional communicator with vision and drive? Do you want a job with mission and purpose? Do you enjoy working with organizations and people from all walks of life? Let's get moving...*

**Check out the Community Engagement Manager position below:**

Reporting to the Executive Director, the Community Engagement Manager is the arbiter of Valley Regional Transit branding and identity and central point of contact for public relations, marketing, and communications both internally and externally. The role is responsible for the strategic oversight of communication between the agency and the public and works to ensure the messaging is integrated into internal company culture. This position is responsible for managing external strategic relationships through community outreach plans and events, managing stakeholder relationships, and ensuring positive community interaction through communication strategies and the dissemination of information.

The ideal candidate will:

- Possess excellent written, verbal and interpersonal communication skills.
- Be self-driven, proactive, organized and productive.
- Maintain relationships through professional and positive interactions with all stakeholders.
- Communicate a branding vision with proven ability to execute on initiatives.
- Have experience in Public Relations, Communications, and Marketing.
- Is someone who loves serving the community through transportation and has a passion for helping others.

Valley Regional Transit, is the transportation management association for the Treasure Valley. For more information please visit [www.valleyregionaltransit.org](http://www.valleyregionaltransit.org).

**To apply for this position, please send your resume and cover letter of interest to [VRTjobs@thompsonconsulting.com](mailto:VRTjobs@thompsonconsulting.com).**

**Want more information? Read on:**

## RESPONSIBILITIES:

- Develop and implement an integrated strategic communications and social media plan to advance VRT's brand identity and broaden awareness of its portfolio of programs and team member assets
- Ensure the overall communications strategy integrates and aligns with internal and external messaging, branding priorities, the social mission, and company communications initiatives clearly and consistently
- Guide VRT leadership team in communication strategy, advising on approach to emerging issues and/or untapped opportunities

- Develop an annual community outreach plan and calendar that coordinates public engagement for service changes, specialized programs and other services and is integrated with VRT's marketing plan
- Work with internal departments to ensure cohesive communication (specifically with planning and development and customer service) and oversees the implementation of public information tactics providing oversight and support to staff on developing and utilizing public information tools
- Represent organization at different community meetings and engages in event organization
- Produce original graphics and materials consistent with VRT's "Brand Handbook"
- Provide coordination and support, through committees and internal work groups, to align and coordinate communication and marketing through all departments
- Promote positive image of VRT through education and information exchange by managing data and reporting on community outreach activities
- Staff community outreach events; assist with event set-up and tear-down
- Respond to social media inquiries and comments in coordination with other in-house communications staff
- Establish community engagement priorities and goals and report on effectiveness of community outreach and social media campaigns
- Make verbal and written presentations to VRT board, stakeholders, and funding partners in a clear and professional manner
- Provide hands on oversight in the development of messaging and other materials for priority initiatives
- Other duties as assigned

**MINIMUM QUALIFICATIONS:**

- 5-7 years of relevant work experience in communications, marketing, or related field
- Excellent written, verbal, and interpersonal communication skills
- Self-motivation and initiative to work independently
- Bachelor's Degree in relevant field
- Maintains a professional and courteous demeanor at all times
- Proficiency in MS office suite of products
- Proficiency in Adobe Illustrator and Photoshop or other creative suit and/or design software
- Working knowledge of government operations
- Valid Idaho Driver's License
- Strong understanding of social media
- Ability to work effectively under deadlines and manage multiple projects simultaneously
- Experience in planning and executing multi-faceted communications and associate engagement programs
- Excellent organizational skills
- Demonstrated and successful background creating impactful and engaging content and messaging for diverse audiences across a variety of formats

Starting Salary: \$58,000 - \$64,000 annually with consideration given for experience.

Excellent benefits package includes: Health, Dental, and Vision Insurance. Holiday pay, sick and vacation leave. PERSI retirement plan.

Position is open until filled.

Valley Regional Transit is an equal opportunity employer.

Employment Type:

Full-time