



Community Engagement Coordinator

Under the direction of the City Manager or their designee, this position plans and implements community engagement strategies organizes events, and manages and builds relationships with community members and organizations to foster a positive and inclusive environment. Coordinates events and engagement programs to encourage play, build awareness, and create unique experiences for the community. Assists with logistics management, purchasing and rentals, staff and volunteer scheduling, event design, and coordinating required services with other divisions, departments, and organizations. Assists with efficient project management and administrative tasks and provides customer service to participants.

Reports to:

City Manager

Hourly:

\$23.13- \$25.10

Exempt:

No

Essential Functions:

NOTE: Regular attendance is considered an Essential Function of this position.

Duties include, but are not limited, to:

- Develop and implement community engagement strategies and initiatives.
- Organize and coordinate City events, workshops, meetings, and programs, including youth and leadership programs.
- Maintains project management plans and timelines for assigned festival and event duties.
- Identify and engage with key community stakeholders, including residents, organizations, and leaders.
- Assist community organizations in developing and implementing community programs and initiatives.
- Plan, schedule, manage, and implement event logistics, including venue selection, vendor coordination, promotion, and entertainment; Manage the onsite event load-in, operations, and load-out by following event plans, resolving problems, and ensuring the safety of guests, staff, and vendors.
- Build opportunities for partnership with key downtown/neighborhood organizations.
- Facilitate discussions and gather feedback from community members.
- Manages community activities and initiatives for a designated market area and local venues.
- Assists with developing and distributing special event promotions, brochures, downtown newsletters, and other informational materials.

- Uses computers and software programs for various programs and projects.
- May instruct others in work procedures and may provide direction to others on a project basis.
- Serve as a point of contact for community inquiries and concerns.
- Maintain accurate records and documentation of community activities and engagement.
- Establish a viable sponsorship program for the City of Manor
- Performs related work as assigned.
- Must attend City Council meetings when required.

Qualification Requirements:

- Typical administrative practices and processes associated with local government offices or functions or possess the ability to acquire and put such knowledge into practice.
- Must have excellent communication, interpersonal, and organizational skills.
- Strong ability to build relationships and engage with diverse communities.
- General computer operations, specifically familiarity of Microsoft Office software.
- Office machines, such as scanners, computers, copiers, and fax machines, and office practices and procedures.
- Ability to work independently or as part of a team.
- Establish and maintain an effective working relationship with all levels of management, City officials, vendors, other employees, and the public.
- Communicate effectively in person, by telephone, and by e-mail with all levels of management, City officials, vendors, other employees, and the general public.
- Meet deadlines and perform multiple tasks under pressure.
- Basic ability to read and requires the basic knowledge of grammar and spelling.
- Basic mathematics to calculate fees and work hours, sufficient math to complete reports and basic bookkeeping skills.
- Able to perform multiple tasks efficiently and apply knowledge of procedures to fulfill essential job duties.
- Ability to organize, prioritize, and do office work with minimal supervision.

Education/Experience Required:

- Bachelor's degree in communications, public affairs, sociology, community engagement, or other related field.
- Two (2) years of experience and training in event planning, community engagement, or related areas.

Other Requirements:

- Valid Texas Class C Driver's License with a satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test and non-DOT physical examination.
- Bilingual preferred.
- Texas Downtown Association Membership
- Membership in the Film Friendly Texas (FFTX) Office of the Governor
- Membership in the Texas Association of Convention and Visitor Bureau (TACVB).

Preferred Certification:

- First Aid and CPR/AED

Supervisory Responsibilities:

No

Working Conditions:

The work condition characteristics described here represent those encountered by an employee while performing the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform these functions.

- A large portion of work occurs outdoors in extreme temperatures, including heat, cold, temperature swings, and inclement weather. Subject to sunburn and other sun exposure-related incidents.
- Exposure to traffic, dust, fumes, and loud noise that are routinely encountered during large events.
- Will include flexible hours, including weekends, holidays and some after-hours work or overtime work in response to emergencies, events, and meetings.
- Stressful situations are inherent to this position.
- Work may require travel, including over-night stays, involving training, and conducting City business.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to sit or stand for long periods answering phones, performing keyboarding, computer work, filing, copying and other administrative work.

- Must possess general manual dexterity to operate computer, office machines, perform filing or other office functions; and reach with hands or arms.
- Must be able to move about office, bend or stoop, retrieve files, lift books or other materials, use stepstools and step-ladders to store and retrieve items of various sizes, shapes and forms weighing up to 50 pounds.
- Must possess the ability to access remote sites that may require climbing and traversing rough terrain, possibly in all weather conditions.
- Must be able to handle stressful situations.
- Must possess mental acuity for attention to accuracy and detail.
- Must see in the normal visual range with or without correction.
- Must hear in the normal audio range with or without correction.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

This description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

This job description is subject to change at any time.

City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.

The City of Manor is an Equal Opportunity Employer