

Suggestions of TRPR Jobs Description

**Position: Community Outreach & Communication Coordinator**

Status: Part Time Employee, Flexible Hours

Start Date: January 28, 2019

**Job Summary:**

The Thompson Rivers Parks and Recreation District is seeking a part time Community Outreach & Communication Coordinator. This position is responsible for creating and distributing external communication as well as building relationships with our clients and community.

**What you need to bring to the table:**

- Be fun and full of energy.
- Have a solution-oriented attitude.
- Truly care about the people we serve.
- Dedicated yourself to our mission- *Building a healthy, happy community through people, parks, programs and partnerships!*

**What we'll bring to the table:**

- A super-fun work environment with caring team members.
- The opportunity to provide value to the community.
- A paycheck! \$25 per hour, 20 hours a week.
- Perks: paid vacation, paid holidays, sick leave, program and facility rental discounts.

**Minimum Qualifications:**

- 3+ years' experience in marketing, communications, event planning, outreach or related field. A history in recreation or health is strongly preferred.
- Graphic design experience.
- Knowledge of the methods, practices and techniques of public communication.
- Must have or be willing to obtain training as a public information officer.

**What you'll be doing:**

- Creation & delivery of all external communication for the rec district including but not limited to general marketing, classes, events, and public relation messages.
- Creates marketing pieces such as flyers, brochures, business cards, stationary, postcards, and more as appropriate.
- Oversees and manages social media channels. Consistently works to increase the engagement of the rec district.
- Disseminates information to all channels including the website, social media, and print as necessary.
- Manages the email distribution list and handles the creation and delivery of emails.
- Creates and distributes news releases.
- Acts as a liaison to the business community.

- Works closely with department heads to develop presentations as necessary.
- Coordinates flow of information and communication from internal to external.
- Coordinates & delivers the rec districts current events while developing fresh and engaging events that reflect the needs of the community.
- Attends community events to provide the public with information on district programs and activities.
- Creates and distributes customer surveys.
- Assists in developing a strong customer service-oriented culture.
- Acts as the public information officer for the rec district.

**Other important Information:**

- This person must be reliable and an overall hard-working individual. Must be able to work individually and as a team.
- Flexible hours and the potential to allow partial telecommuting depending on the individual.
- Occasional nights and weekends will be required.
- Stays within given budgets.

**How to apply:**

Completed application can be returned to 320 Centennial Dr. Milliken, CO 80534 or emailed to [slind@trpr.org](mailto:slind@trpr.org). If you're in need of additional information or would like to chat about the position, please feel free to contact Clint Dudley, Executive Director at [cdudley@trpr.org](mailto:cdudley@trpr.org) or 970-660-8660.