Position Description: 
Public Involvement/Communications Coordinator (Bilingual)

Type: Full-Time Employee
Compensation: Based on experience
Benefits: 11 paid holidays
2 hours PTO per pay period during 1st year
Paid Sick Time
Medical, Dental, Vision insurance
401K
Cellphone allowance

GCI's Public Involvement/Communications Coordinator shall be responsible for assisting with designing and implementing public participation programs for its clients. Secondary responsibilities include public relations, public information, and marketing tasks for the company and its clients, including, but not limited to, the following tasks:

- Conducting issues assessments, community research and writing public/stakeholder involvement and communications plans
- Assisting with the implementation of public involvement and communication plans for our clients’ projects
- Reviewing technical project information and coordination with project team to develop public participation goals, objectives and key messages and talking points for use in discussing projects or issues with the public
- Becoming familiar with the details of all applicable client projects, including planning, design and/or construction schedules
- Actively participating in project meetings with clients, prime consultants, and other subconsultants; and taking meeting notes and preparing meeting summaries, as required
- Meeting with project/program stakeholders, such as potentially impacted property owners, to share and discuss project/program information; actively listing to and documenting issues, concerns, and questions; coordinating with clients and prime consultants on resolutions and responses
- Writing and/or editing news releases, newsletters, Web content, fliers, posters, fact sheets, brochures, and other collateral materials
- Reviewing existing client Web and collateral materials for needed updates
- Coordinating public meetings and hearings, including securing locations and equipment, assisting with set-up, sign-in, tear-down and other on-site duties, and preparing public meeting materials, such as exhibits, graphics, handouts, surveys, comment cards, advertisements, MS PowerPoint presentations, and meeting summaries
- Coordination with the graphic designer on fliers, newsletters, construction notices, project branding and other materials
- Taking project photographs
- Door-to-door canvassing to distribute newsletters, fliers, meeting invitations, and/or other client informational materials to businesses and residents
- Attending public information fairs or other community events on behalf of clients and/or GCI
- Preparing public participation reports summarizing outreach activities and input received during the project
- Preparing draft responses on behalf of the client to citizen inquiries and comments,
- Maintaining project hotlines for projects to which assigned and, when needed, providing vacation or sick coverage for other employees for another client’s project hotline
- Marketing GCI to potential clients, including assisting with the preparation of proposals and qualifications, and
- Other duties as assigned.

The GCI Communications Public Involvement/Communications Coordinator shall report directly to GCI's Chief Operating Officer, but may also receive direction from other senior staff. Candidate must be bilingual (English / Spanish).

The Public Involvement/Communication Coordinator should possess the following background and skills:

- At least a BS or BA degree in public relations, communications or marketing degree; or at least a BS or BA degree in another field with at least 5 years of previous communications, public participation or community relations experience
- At least 5 years of previous public relations/public information/community relations experience, ideally for a publicly-funded agency or a firm representing such an agency;
- Experience working directly with the public, ideally in a community relations capacity for a public agency;
- The initiative to perform tasks with minimal direction, yet seek assistance when necessary;
- The ability and inclination to work as either a project manager or team member, depending on the project requirements;
- Tact, diplomacy and discretion, particularly in sensitive or controversial client or public matters or client protocol;
- Excellent writing ability and usage of grammar and punctuation;
- Strong verbal communication skills;
- Proven meeting facilitation experience is desirable;
- Proficiency in Associated Press writing style;
- Proficiency with Microsoft Office suite, including Outlook, Word, Excel and PowerPoint;
- Knowledge of desktop publishing and graphic design principles and terms and basic proficiency in Adobe Creative Suite is desired; and,
- Basic photography skills.