

JOB ANNOUNCEMENT

Arellano Associates is a specialized communications and technology firm focusing on public infrastructure, transportation and community planning programs throughout Southern California and beyond. For more information, visit www.arellanoassociates.com.

POSITION: Assistant Project Coordinator

Job Description

The Assistant Project Coordinator is a full-time position, which performs a variety of tasks for public outreach and stakeholder engagement. The Assistant Project Coordinator position requires a full range of internal and external communications as directed by project leadership.

Key responsibilities include:

- Drafting written text, including collateral materials (fact sheets, brochures, newsletters, posters), e-communication, and social media content
- Completing tasks needed for in-person, public engagement events (public meetings, pop-up events, special events), such as meeting logistics and supplies, and event staffing
- Assisting to apply the latest tech tools to communicate project information and receive public input, such as: ArcGIS, SurveyMonkey, MetroQuest, Poll Everywhere, TypeForm, Google Forms, Salesforce, WordPress, dashboards, interactive maps, etc.
- Utilizing Adobe Creative Suite programs for basic file creation and editing, including InDesign, Illustrator, PhotoShop, and/or PremierePro
- Coordinating vendor services, such as printing, catering services, translation services, and toll-free phone lines
- Updating stakeholder databases, project websites, and social media content
- Performing project tasks within allotted timeframe and budget parameters
- Communicating issues to management

Successful candidates will:

- Have 0-3 years of experience in marketing, communications, public outreach, public relations, government relations, planning, public policy, and/or a related discipline
- Possess excellent written and verbal communication skills
- Be detail-oriented, flexible, and able to multi-task in a dynamic environment
- Be comfortable interacting with the public
- Be available to attend public meetings and in-person events during working, evening and weekend hours
- Be functional in Microsoft Office, Google Maps, Google Drive, Dropbox, Constant Contact, and social media platforms (Facebook, Twitter, Instagram, LinkedIn)
- Be familiar with electronic mapping, online survey tools, and public engagement software, such as ArcGIS, SurveyMonkey, Metro Quest, Poll Everywhere, TypeForm, Salesforce, WordPress and Geosocial interactive mapping)
- Possess basic knowledge of Adobe Creative Suite programs (Acrobat, Illustrator, InDesign, Photoshop)

Minimum Requirements

- Bachelor's Degree (highly preferred)
- Fluency in English (required) and Spanish (highly preferred)

HOW TO APPLY

Send a resume and cover letter expressing your interests and qualifications for the position to careers@arellanoassociates.com by Friday, June 7, 2019.