

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: Project Coordinator

Job Description

The Project Coordinator is a full-time position, which performs a variety of tasks for public outreach and stakeholder engagement. The Project Coordinator position includes public interaction and focused client interaction 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
- Engaging target audiences in-person and online with effective and innovative stakeholder/public engagement methods that deliver relevant information and solicit stakeholder feedback
- Applying the latest tech tools to communicate project information and receive public input, such as: ArcGIS, SurveyMonkey, MetroQuest, Poll Everywhere, TypeForm, Salesforce, WordPress, dashboards, interactive maps, etc.
- Utilizing Adobe Creative Suite programs for basic file creation and editing, including Acrobat, InDesign, Illustrator and Photoshop.
- Establishing and coordinating project-related vendor services, such as catering services translation services, "helplines", meeting logistics and supplies, and event staffing
- Monitoring social media content, "helplines", project task completion, line item expenses, and project timelines
- Creating project presentations, e-communication, and social media campaigns
- Responding to stakeholder inquiries and maintaining records of public input
- Performing project tasks within allotted time frame and budget parameters
- Researching and writing project histories, marketing materials, and website content
- Communicating issues to management and directions to junior staff

Successful candidates will:

- Have 3-5 years of experience in marketing, communications, public outreach, public relations, government relations, planning, public policy, 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 working with the public
- Be available to attend public meetings and in-person events during working and evening hours
- Be proficient in Microsoft Office, Google Drive, Dropbox, Constant Contact, and social media platforms
- Have functional or expanded knowledge of electronic mapping, online survey tools, and public engagement apps/software (ArcGIS, Survey Monkey, Metro Quest, TypeForm, Google Forms 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.