

## 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](http://www.arellanoassociates.com).

### **POSITION: Senior Project Coordinator**

#### **Job Description**

The Senior Project Coordinator is a full-time position, which performs a variety of tasks for public outreach, stakeholder engagement, project management and business development. This position includes public interaction and direct client interaction as directed by project leadership.

#### **Key responsibilities include:**

- Assisting with the development and implementation of public participation plans and community engagement strategies across multiple platforms—in person, event-related, and online using both written and electronic communication tools to provide clients with relevant and accurate input
- Initiating and overseeing the development and revisions of draft project content, including branding, key messages, collateral material, presentations, e-communication, websites, display boards/exhibits, social media content, and traffic advisories/construction alerts
- Implementing public comments protocol, including responding to stakeholder inquiries, monitoring feedback to social media postings, vanity telephone and “helplines”, and maintaining records of public input and feedback
- Devising and directing public notification strategies including public notices or other documentation needed to provide project information and solicit public input
- Supervising junior staff in day-to-day performance of project tasks within allotted time frame and budget parameters, and providing work product quality control
- Establishing and supervising project-related vendor services and sub-consultants
- Assisting project management and senior staff with project monitoring, including project timeline, budget burn-rate, staff utilization, and the preparation of status reports
- Assisting with proposal development, including project history and approach, qualifications, scope, and budget information
- Assisting in monthly review of time sheets, staff productivity, and annual staff evaluations

**Successful candidates will:**

- Have 5-10 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
- Have experience monitoring project budgets and supervising junior staff
- Be detail-oriented, flexible, and able to multi-task in a dynamic environment
- Be enthusiastic in working with the public
- Be available to attend public meetings and in-person events during working and evening hours and some weekends, as needed
- Have mastery of Microsoft Office Suite, Google Maps, Google Drive, Dropbox, Constant Contact, and key social media platforms (Facebook, Twitter, Instagram, LinkedIn)
- Be proficient with online survey tools and public engagement applications/software (Survey Monkey, Metro Quest, TypeForm, Google Forms, GeoSocial interactive mapping, Dashboard and other related/similar tools)
- Have working knowledge and hands-on experience with electronic mapping (ArcGIS), online data sources/subscriptions, video tools, live webinar tools, and add-on technologies for existing public outreach and engagement tools and social media applications

**Requirements:**

- Bachelor's Degree (highly preferred), Master's Degree (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](mailto:careers@arellanoassociates.com) by Friday, June 7, 2019.