



Job Title: Program Coordinator – Communications & Outreach

BASIC FUNCTION:

Ramsey/Washington Recycling & Energy (R&E) works with Ramsey and Washington counties to help its communities reduce and manage waste. Under the supervision of the Ramsey/Washington Recycling and Energy (R&E) Joint Activities Manager, this position will work with Ramsey and Washington County staff, R&E Staff, and R&E consultants to plan, organize, coordinate, and manage outreach, education and communication related to this work.

EXAMPLES OF WORK PERFORMED:

1. Promote a diverse, culturally competent, and respectful workplace.
2. Work cooperatively with Ramsey and Washington County outreach and communications staff, and with R&E contractors, in developing and implementing joint communications strategies to ensure common language, coordinated messages and appropriate communication tools and timing.
3. Coordinate internal R&E communications, including working on development of R&E Board and committee documents, organizing the R&E computer network files, facilitating internal staff communications, and facilitating communications with county staff working on R&E activities.
4. Working with county staff, develop strategic partnerships with public, private and non-profit organizations to enhance efforts in communicating about recycling, organics management and resource recovery.
5. Develop communication strategies and prepare annual communication work plans.
6. Coordinate crisis communication plans, working with county communications staff, consultants, the Joint Activities Manager, the JLT and other R&E staff.
7. Oversee involvement in special events, media relations, presence on the internet and other electronic media, mass mailings, annual reports, signage, and other informational and promotional documents.

8. Produce informational products by working with outside vendors to ensure quality, plain language, accuracy, and tone. Ensure translation of materials. Arrange for the appropriate distribution of materials in collaboration with staff from the two counties.
9. Recommend, implement, and maintain/expand the R&E website design, content and operation.
10. Coordinate R&E work on trademark issues, as well as development and maintenance of logos and a style guide for R&E communications.
11. Lead the production of R&E reports, such as the annual report, to inform the public about R&E progress.
12. Assist in the grant application process.
13. Represent the R&E Board at community, inter-jurisdictional and government meetings.
14. Assist Joint Activities Manager and the R&E Joint Leadership Team in developing the Joint Activities Budget.
15. Conduct research, evaluation, and analysis.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

Position has no direct supervisory or managerial responsibilities. Position interacts with and provides oversight to contractors and consultants.

INTERNAL/EXTERNAL RELATIONSHIPS:

Regular contact with the Joint Activities Manager to answer questions, provide information on status of activities, obtain direction and confer on decision making. Daily to weekly contact with county and R&E staff and R&E consultants to coordinate work, strategize on issues, obtain and provide information and develop approaches to issues.

IMPACT ON SERVICES/OPERATIONS:

Duties impact the long and short-term economic health and development of the community, county, region and the state. Proper performance results in provision of efficient and effective business recycling and organics management to the businesses of Ramsey and Washington counties. Improper performance could result in resident and business confusion, cost over-runs, and unmet solid waste management diversion goals as set by the State of Minnesota.

WORK ENVIRONMENT:

Incumbent may perform duties through combination of remote and in-person work environments. In person duties will occur in an office and at the R&E Center, including sitting, presenting and attending meetings with various stakeholders.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles of public relations and communication through print and electronic media.
- Knowledge and ability to establish community and business resources, media and public relations contacts.
- Knowledge of government operations and environments, public decision-making processes and policy development.
- Knowledge of solid waste, recycling, business outreach, intergovernmental relations/coordination and/or communications concepts and practices.
- Skill in communicating verbally, visually and in writing.
- Skill in community engagement.
- Skill in establishing effective working relationships with vendors, staff, customers, consultants, the media, business community and the public.
- Skill in working comfortably and effectively with diverse cultural or ethnic populations.
- Skill in developing cooperation between individuals, groups and public and private organizations.
- Skill in developing and conducting public presentations, and in chairing or facilitating meetings.
- Skill in preparing complex written and oral reports.
- Ability to plan, prioritize, manage and exercise independent judgement.
- Ability to manage various projects simultaneously, both directly and indirectly through other staff, and to meet deadlines.
- Ability to function in fluid, ambiguous situations.
- Ability to work within cross-jurisdictional and/or interdepartmental teams to manage and implement complicated work projects.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree in communications, behavioral sciences, journalism, marketing, education, business administration, public administration or a closely related field.

Experience: Four years of experience in communications, education, marketing, community organizing, grants management or a closely related field.

Substitution: A Master's degree in any of the above fields may be substituted for two years of the required experience.