

COMMUNITY ENGAGEMENT PROGRAM COORDINATOR POSITION IN SPOKANE WA

Employer: **Spokane Regional Transportation Council (SRTC)**
Job category: Planning/Community Development
Employment type: Full time
Salary and benefits: **\$57,300.00 - \$85,950.00** Annually plus excellent benefits

Spokane Regional Transportation Council (SRTC) is seeking a creative and passionate professional to join our team and take the lead in coordinating a community engagement strategy that elevates the work of our organization. SRTC is the designated Metropolitan Planning Organization (MPO) serving Spokane, Washington. We are a small, dedicated team of planning professionals that works with a broad array of elected officials, business leaders, community advocates, citizens and other stakeholders to improve transportation and quality of life throughout the region. If you enjoy building relationships, ensuring inclusivity, collaboratively solving problems, and being in a visible role we invite you to apply.

Spokane County is located in eastern Washington state and serves as a hub for the region. Residents enjoy an exceptional quality of life with a vibrant downtown and beautiful natural scenery. Spokane has an active arts and entertainment scene, and is home to a variety of great restaurants, trails and waterways, a world-class airport and public transit system, several colleges and universities and regional health-care centers.

ROLE SUMMARY:

The Community Engagement Program Coordinator supports SRTC by developing and implementing effective strategies for community engagement. This position will create a proactive environment for obtaining citizen input into the regional transportation planning and decision-making process consistent with Federal Highway Administration and Federal Transit Administration guidelines for public participation in Metropolitan Planning Organization (MPO) activities. Responsibilities include initiating a variety of communications and outreach activities to identify and engage diverse populations, to build business and advocacy group relationships, to ensure equity and to expand visibility of the organization.

This role is responsible for enhancing media relations, designing a variety of outreach materials, and ensuring proactive communications that involve diverse techniques including in-person events and social media. The CEP Coordinator will work collaboratively with the public, staff, and stakeholders to increase SRTC's level of community involvement, improve linkages with community members and entities, and enhance communication flows. The Coordinator will collaborate with planning staff to develop project specific messaging, materials, presentations, and other engagement tools.

SRTC offers a competitive benefit package that includes:

- Flexible work schedules with some remote working options
- Predominantly employer-paid full family health insurance coverage: Medical, Dental, Vision, Employee Assistance Program, Basic Life and AD&D Insurance
- HSA/FSA option for those that qualify
- Participation in Washington Department of Retirement Systems program (with employer contribution)
- Generous annual leave with 7 paid holidays, 5 floating holidays, accrued vacation and sick leave
- Wellness Programs and more!

RECRUITMENT PROCESS INFORMATION:

Submit resume to Administrative Services Manager Greg Griffin at ggriffin@srtc.org or mail to 421 W Riverside Ave Suite 500, Spokane WA 99201 (Email is preferred). SRTC will continue recruiting for this position until it is filled, with initial screenings occurring on November 30, 2022. Applications will be required if chosen for interview. Please be able to pass a pre-offer background check.

To learn more about SRTC, this career opportunity and how to apply, visit our website www.srtc.org

ADA/EEO/WLAD/Drug-Free Workplace.