
COMMUNICATIONS AND PUBLIC RELATIONS COORDINATOR POSITION

Employer: Spokane Regional Transportation Council (SRTC)
Employment type: Full time
Salary and benefits: \$57,300.00—\$85,950.00 Annually plus excellent benefits

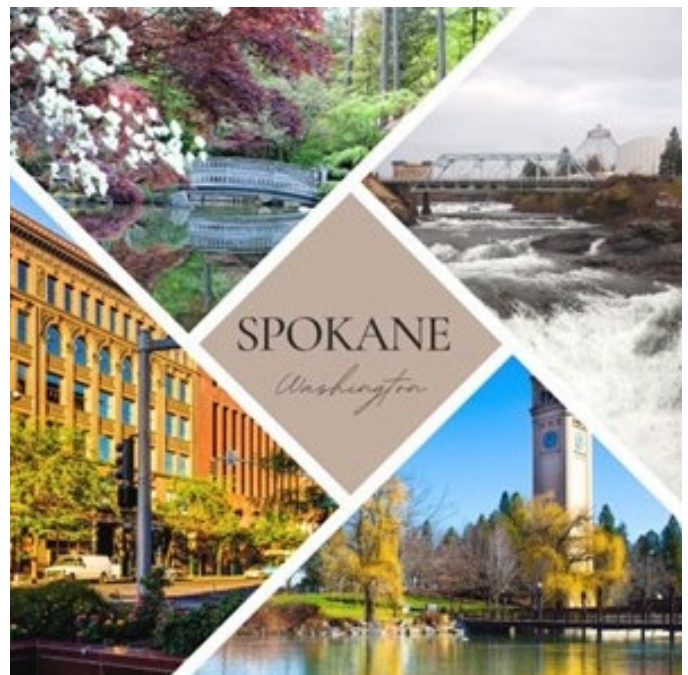
Spokane Regional Transportation Council (SRTC) is seeking a creative and passionate professional to join our team and take the lead in communications and public relations to elevate the work of our organization. SRTC is a transportation planning agency that serves as the designated Metropolitan Planning Organization (MPO) serving Spokane, Washington.

WHO WE ARE

We are a small, dedicated team of planning professionals that work 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. SRTC supports a flexible hybrid work-from-home/in office workplace.

WHERE WE ARE

Spokane County is 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 **Communications and Public Relations Coordinator** serves as the key architect in developing an effective communications strategy for SRTC as a service organization in the Spokane region. The position communicates and coordinates MPO activities with a variety of external audiences including individuals, community groups, residents, business leaders, elected officials, and the media. Responsibilities include:

- Develop and execute a communication strategy to support the agency's mission and vision.
- Implement proactive communications involving diverse techniques including in-person events and social media platforms.
- Build business and advocacy group relationships and expand the visibility of the organization.

This position also works closely with agency leadership and staff to develop and implement effective communication activities and public engagement programs that create opportunities for enhanced public participation and consultation in metropolitan planning processes. Responsibilities include:

- Design engagement materials and strategies to foster effective public participation into the agency’s planning activities.
- Work with staff to effectively integrate outreach activities into their routine planning activities and projects.
- Assist staff in implementing equitable and tailored outreach strategies as identified in SRTC’s Public Participation Plan.

BENEFITS

SRTC offers a competitive benefit package that includes:

- Flexible work schedules with hybrid remote work options.
- Predominantly employer-paid full family health insurance coverage: Medical, Dental, Vision, Employee Assistance Program, Basic Life and AD&D Insurance.
- Health Savings Account/Medical Flexible Spending Account options available.
- 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 a resume to Administrative Services Manager Greg Griffin at ggriffin@srtc.org or mail to 421 W Riverside Ave Suite 500, Spokane WA 99201 (email preferred). SRTC will continue recruiting for this position until it is filled, with initial screenings occurring on June 26, 2023. Applications will be required if chosen for an 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