



**POSTED
06-12-20**

City of Bristol
BRISTOL, CONNECTICUT 06010

JOB ANNOUNCEMENT

COMMUNITY ENGAGEMENT COORDINATOR PARKS, RECREATION, YOUTH & COMMUNITY SERVICES

SUMMARY: Supports division supervisors in the management of programs, events and services in order to bolster community engagement in Bristol's park system. Focus on public outreach, marketing and communication for the department as well as developing beneficial partnerships with residents, and various civic, cultural and community organizations to improve city wide parks, recreation, youth and community services. This position is administrative and technical in nature. Responsible for planning, organizing and supervising assigned engagement programs and events, as well as developing new activities to meet the diverse needs of the Bristol community. Focus on the development of new programs specifically in underserved demographics including diversion-based programming, therapeutic programming for special needs, teen programming, adult/college age programming and workshops. Assists the Deputy Superintendent in the administration of a department wide, strategic marketing plan which includes regular newsletters, press releases, social media management and website functions. Responsible for cultivating community partnerships to help sponsor the department events and programs. Includes driving to businesses to develop relationships with potential sponsors and working with the Deputy Superintendent to organize annual giving campaigns. Seeks funding and writes grants to support outreach initiatives. Seeks appropriate partnerships with local civic, cultural and community organizations. Represents the department at various community events throughout the year to enhance visibility and market services (i.e. Health Fair, West End Association, Mum Festival, etc). Coordinates and oversees the department's volunteer program and develops policy. Develops and implements program evaluations/surveys. Assists in the daily functions of the entire department. Performs support tasks, and compiles data and reports as needed. Ensures quality customer service to patrons.

QUALIFICATIONS: Requires Bachelor's Degree in recreation, marketing, community planning or related field, desire 1-2 years of previous experience in recreation or closely related experience. To perform this job successfully, an individual should have knowledge of recreation based software, marketing, website and social media site content management skills, knowledge of internet use, and intermediate knowledge of publishing software. Requires excellent interpersonal, oral and written communication skills.

LICENSE OR CERTIFICATIONS: Valid Connecticut Driver License.

BENEFITS include Defined Benefit Pension Plan, generous time off (personal days, perfect attendance days, vacation, accrued sick leave, including 12 full day & 2 half day holidays) & insurance package (medical, dental, vision care, prescriptions, life, and short term disability).

ANNUAL SALARY: \$58,205 - \$71,419. as of July 1, 2020. (Starting salary commensurate with experience.)

SUBMIT ONLINE APPLICATION w/RESUME:

www.bristolct.gov

DEADLINE: Friday, June 26, 2020.

EQUAL OPPORTUNITY EMPLOYER