



POSITION DESCRIPTION: Public Information Coordinator

POSITION STATUS: EXEMPT
STARTING SALARY: \$42,000
DIRECT REPORT: EXECUTIVE DIRECTOR

GENERAL PURPOSE

As the Public Information Coordinator, you will play a pivotal role in enhancing the District's public image and fostering transparent communication. You will be responsible for maintaining and updating all aspects of the District's public information presence. Additionally, you will monitor budgets related to public information activities and assist in the development of budget plans. Furthermore, you will assist with the monitoring and evaluation of District programs. Your creativity, attention to detail, and strategic communication skills will be instrumental in promoting the District's mission and initiatives to the public.

PRIMARY DUTIES AND RESPONSIBILITIES

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by the employee in this position, only a representative summary of the primary duties and responsibilities. The coordinator may not be required to perform all duties listed and may be required to perform additional, position-specific duties. The Executive Director may modify this position and revise any of the duties described herein, which they deem necessary for the advancement of the goals and objectives of the District.*

Responsibilities

- Manages updates and inputs relevant information to the District's website
- Manages the District's social media
- Identifies, develops, and maintains relationships with the community in order to support the mission of the District
- Serves as the central resource and the initial point of contact for public information and media inquiries
- Advises the Executive Director on issues associated with the public and educational programming
- Researches and creates templates for implementing recycling strategies and solutions for Lake County businesses, organizations, schools, and groups
- Provides guidance, troubleshooting and follow-up in order for groups to maintain recycling programs and goals and to assist in the evolution and adaptations of such programs
- Ensures that education and outreach materials, tools, and strategies reflect sound theories and well-documented facts about environmental topics and issues
- Creates and delivers presentations targeted to diverse audiences
- Promotes special events hosted by the District
- Researches and assists with Best Practices for the improvement of activities offered with the Education Program
- Assists the Education Team in keeping projects, programs, and public information strategies on track
- Researches questions or concerns raised by District Board of Directors, Executive Director, mayors, city councils, city/town manager staff, county council, county commissioners, other city/town/county departments, outside agencies and the public
- Establishes and administers performance measurement and reporting systems; analyzes reporting data and evaluates performance; develops and implements procedures and/or process changes to improve performance; and maintains and operates a management information system for tracking of and charging for services

JOB DESCRIPTION

- Attends meetings to represent the District and maintain records and prepares reports and make formal presentations to the Board of Directors (generally 6 meetings a year in the evening) and/or the public
- Works with schools, citizen groups, and other groups to implement public outreach programs to enhance the District's goals
- Monitors budget related to select District programs

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Education, Environmental Studies, Public Administration, Business Administration or related field.

Special Requirements: Valid Driver's License

Physical Demands / Work Environment: Primary duties are performed in a general office environment; however, activities may include some educational activities in the field or off-site and may involve exposure to adverse weather conditions.

- Ability to lift <40 lbs. program materials into and out of a district vehicle.
- Occasional evening/weekend availability off-site for special events.

Reports To: Executive Director

Supervision Exercised: To Be Determined

FLSA Status: Exempt

I HAVE REVIEWED AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND REQUIREMENTS OF MY JOB DESCRIPTION.

Employee Name (Printed)

Employee Signature

Date

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.