



LEE COUNTY TAX COLLECTOR
invites applications for the position of:

Engagement Coordinator

SALARY:	\$58,622.56 - \$65,000.00 Annually
DEPARTMENT:	Communications
OPENING DATE:	04/25/22
CLOSING DATE:	05/09/22 11:59 PM
DESCRIPTION:	

The Lee County Tax Collector strives to be an employer of choice where employees turn jobs into long term careers.

Love working with people? Enjoy planning and facilitating events and programs? Like routine and variety? Thrive on educating and informing through high impact engagement opportunities? If you answered yes, apply to be the Lee County Tax Collector's Engagement Coordinator. You would be part of an innovative and influential communications team that is being built from the ground up to support the purpose and values of the organization. The position comes with competitive pay, generous benefits, and employer contributions to multiple retirement plans.

MAIN RESPONSIBILITIES:

IN THIS POSITION YOU WOULD:

- Formulate and manage comprehensive internal and external outreach programs with the goal of raising awareness of the services, programs, policies, and activities related to the Tax Collector's Office.
- Plan, develop, write, produce, and distribute content for a variety of communication mediums such as news releases, speeches, presentations, newsletters, annual reports, brochures, articles, television, website, and social media.
- Coordinate speaking engagements, information sessions and public awareness programs that meet the needs of Lee County's cultural and ethnic populations.
- Design, write and edit internal and external newsletters.
- Create video, multimedia, and static presentations for speaking engagements, presentations, and events.
- Collaborate with internal departments, area chambers, local businesses, civic organizations, government agencies, and the community.
- Plan events from start to finish including but not limited to securing venue, coordinating with other municipalities, sponsors, vendors, and contractors, obtaining insurance, collecting fees, marketing, staffing and budgeting.
- Conduct research and analysis to recommend, develop, and implement solutions for improving engagement functions and processes.
- Support each service center with community connection projects; organize volunteer opportunities for employees.
- Work with journalists to provide information; craft content and written materials such as news releases, media advisories and alerts.
- Coordinate media requests and events, prepare leadership with information and talking points, attend media functions.
- Assist with communication response to situations which affect organizational work, perception, and reputation.
- Respond to user messages to build relationships and ensure a positive customer experience.
- Act as a photographer during meetings, presentations, and events.

- Set up and operate audio, video, and computer equipment for functions including speaking engagements, presentations, and events.
- Collaborate with departments to stay proactive of key developments and issues to ensure timely, effective messaging.
- Provide community outreach by serving on appropriate boards, making presentations, assisting with the coordination of site tours, and serving as a liaison between the community and the Tax Collector's Office.
- Maintain appropriate levels of inventory of educational materials at area chambers, local businesses, civic organizations, and other government agencies.
- Assist in the day-to-day operations and activities of the department.
- Perform all other duties and/or additional work as assigned.

QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

- Bachelor's degree in business, public relations, public administration, or communications-related field required.
- Three (3) years of experience with progressively responsible duties in business, public relations, public administration, communications, or related field. Or equivalent combination of education, certification, and experience.

PREFERRED QUALIFICATIONS:

Five (5) years of experience with progressively responsible duties in business, public relations, public administration, communications, or related field. Or equivalent combination of education, certification, and experience.

SUPPLEMENTAL INFORMATION:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Skill in creative writing and ability to communicate clearly and concisely, both orally and in writing.
- Ability to develop communication plans, creative concepts, messages, and visual appearances to achieve desired objectives and branding.
- Knowledge of principles, practices and techniques of marketing, public information, public relations, and media relations.
- Ability to utilize customer analytics and metrics in decision making.
- Knowledge of laws, rules, regulations, and policies as they pertain to Lee County Tax Collector operations.
- Knowledge of and experience with industry-standard equipment, materials, practices, computers, and applications.
- Ability to respond to customer needs and requests professionally and effectively.
- Ability to work independently and manage multiple projects concurrently.
- Ability to establish and maintain effective and cooperative working relationships.
- Ability to represent the organization in a variety of settings and with diverse communities.
- Ability to attend events outside of regular work hours.

The salary may vary depending on qualifications and experience. New Employees are hired at, or near the entry point shown, depending on qualifications and relevant experience.

Engagement Coordinator Supplemental Questionnaire

* 1. Do you have a Bachelor's degree in business, public relations, public administration, or communications-related field?

Yes No

* 2. Do you have 3 or more years' of experience with progressively responsible duties in business, public relations, public administration, communications, or related field.

Yes No

3. If you answered "yes" to the question above, please describe your relevant experience.

* 4. Are you able to attend events outside or regular work hours?

Yes No

5. Do you have experience developing, writing, producing, and distributing content for a variety of communication mediums such as news releases, speeches, presentations, newsletters, annual reports, brochures, articles, television, website, and social media?

Yes No

6. If you answered "yes" to the question above, please describe your relevant experience.

* Required Question