



## **Public Involvement Associate**

The Public Involvement Associate will work initially with the D-OLRT Project Director to plan and execute public involvement activities required for various GoTriangle programs. This position works in conjunction with various staff members to carry out communication strategies and tactics to ensure that the Public Involvement team executes the Public Involvement/Community Relations plans and processes accordingly. This person will support the establishment and maintenance of relationships with project stakeholders which includes public officials, property owners and businesses affected by projects.

### **Responsibilities include (but not limited to):**

- Assisting staff with various community outreach and public involvement activities.
- Assisting, organizing, and planning public meetings, information sessions, and special events.
- Recruiting community volunteers; organizing events and public meetings.
- Assisting in managing sub-consultants to keep them on track in supporting project objectives.
- Managing the Ambassadors program.
- Coordinating graphics for newsletters, brochures, print media and public meetings.
- Collecting data and producing print materials
- Supporting project staff that coordinate outreach events and other programs as assigned.
- Assisting in analyzing data to determine the effectiveness of public outreach strategies.
- Assisting with maintaining and updating project websites and social media platforms.
- Maintaining e-mail and excel tables; lists.
- Keeping the community informed of events and public workshops.
- Other duties as assigned.

The position requires a Bachelor's Degree in Journalism, Communications or a related field. The candidate will possess knowledge of general transit and transportation planning concepts and have a willingness to work with the public. Previous experience working in a public involvement capacity for transportation agencies or related transportation projects is desirable. The applicant will have experience in website development and maintenance; WordPress experience preferred. This individual will have the ability to design print materials and have an understanding and interest in the NEPA environmental process, and public transportation policy issues. The candidate will possess the ability to write concisely and quickly, be comfortable with public speaking and facilitation, matched with excellent public relations skills. Typical project activities include attending and organizing: public meetings, information sessions, special events, and training. Additionally, this person will assist in managing sub-consultants to keep them on track in supporting project objectives (schedule, community relations issues, etc.) English/Spanish bilingual skills are a plus. The salary range is \$33,415-56,968 and a comprehensive benefits package is offered.

Qualified applicants can email cover letter and resume to [jobs@gotriangle.org](mailto:jobs@gotriangle.org) or mail to: GoTriangle, PO Box 13787, RTP, NC 27709

No phone calls or 3<sup>rd</sup> party solicitations, please. EOE.