



Public Affairs and Project Manager

Salary	\$5,841 - \$8,671 Monthly \$70,095- \$104,056 Annually
Opening Date	May 31, 2024
Closing Date	Continuous, with the first screening of applicants on June 28, 2024
Location	Springfield, Oregon
Position	One full-time Public Affairs and Project Manager

[See the full job description online at LRAPA.org!](http://LRAPA.org)

The Position

The Public Affairs and Project Manager serves as the principal spokesperson for LRAPA and the primary liaison between the Agency and the general public, media, and other government agencies. This position is responsible for conducting a full range of educational, information, and communication programs on behalf of the Agency.

In addition, the Public Affairs and Project Manager provides critical support to the Executive Director and Agency leadership in strategic planning, project management, grant writing and administration, policy development, and inter-agency coordination, particularly during wildfire season. This position directly manages the Administrative Assistant and Permit Coordinator roles.

Typical duties of the position include, but are not limited to:

- Assisting in writing and administering grant proposals to local, state, and federal programs.
- Creating content and copyediting for Agency communications, including website updates, advertising, and publications.
- Assisting in the development and implementation of airshed strategies, particularly related to resident wood heating programs and other programs directly affecting individual citizens.
- Developing and executing a workplan to raise public awareness about residential wood heating and outdoor burning.
- Participating in the development and execution of small business assistance and outreach programs.

- Providing project management support for key agency initiatives and drafting reports, staff reports for the board, policies, and procedures.
- Preparing and delivering speeches, presentations, press releases, and conducting media interviews.
- Designing, producing, and editing the annual report, topical publications, and all Agency marketing materials.
- Coordinating with the Citizens Advisory Committee and responding to public complaints and inquiries.
- Participating in committees, working groups, and inter-agency coordination, particularly related to wildfire response.
- Supervising staff, including assigning and monitoring work, providing guidance and feedback, conducting performance evaluations, and identifying opportunities for process improvements.

Minimum required qualifications

- Bachelor's degree in journalism, public relations, marketing, or related field.
- Three years of progressively responsible experience working with various units of government, the public, and media.

Preferred experience

- Master's degree in journalism, public relations, or related field.
- Three years of progressively responsible experience in a government or non-profit environment.
- Bilingual in Spanish.

Knowledge, Skills, and Abilities

The successful candidate will have skills to convey complex or technical information to stakeholders; strong computer skills including proficiency in Microsoft Office 365 and publication tools such as Canva or Adobe Creative Cloud; ability to interpret and apply laws, procedures, and regulations; and excellent organizational and communication skills.

- Knowledge of principles, practices, and administration of local government relevant to the assigned area.
- Proficiency in research, analysis, statistical methods, and public relations principles.
- Experience in project management, data gathering, and report writing techniques.
- Ability to understand and maintain confidentiality of information.
- Commitment to maintaining a respectful and inclusive work environment.
- Excellent written and verbal communication skills to translate technical information into plain language.
- Proficiency in utilizing Generative AI tools to enhance research, analysis, and communication skills is highly desirable.

Working Conditions

Work is primarily performed in the Agency's offices, located in Springfield, Oregon, with occasional travel to other sites within Lane County. Work and training opportunities may require travel within the State of Oregon.

Compensation

- Placement within the range will be based upon the selected candidate's experience and qualifications.
 - \$5,841 - \$8,671 per month
 - Comprehensive benefit package which includes:
 - Retirement plan administered by Oregon Public Employees' Retirement System (PERS)
 - Deferred compensation plan (457 plan)
 - 10 paid holidays: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.
 - Personal Time Off (PTO) starting at 28 days/year.
 - Health insurance program (medical, dental, vision) including a Flexible Spending Account.
 - Agency provided Long-term disability insurance program.
 - Agency provided life insurance policy.

To apply

Visit the posting on [our website](#) to review the complete job description(s), as well as download LRAPA's employment application. Please email your application, resume, and cover letter to Jobs@lrapa.org.

Application deadline: Continuous, with the first screening of applicants on June 28, 2024.