



POSITION OPEN PUBLIC INVOLVEMENT PROGRAM COORDINATOR

JLA Public Involvement is a local consulting firm in Portland, Oregon dedicated to building constructive two-way communication between government agencies and the communities affected by their planning and decision-making efforts. Founded in 1988, JLA has established a strong reputation by developing effective public involvement and information programs for highly controversial projects, including water resource, transportation, land use, recreation, and more. Clients include state, regional and local governments throughout the greater Northwest.

This position offers hands-on public involvement experience and opportunities for advancement. The Coordinator will track and implement public involvement strategy and workplans for large public projects and assist on several smaller projects; multi-tasking and ability to self-manage is a necessity. This position requires that the ideal candidate:

- Write public communications
- Conduct research for projects
- Assist with committee formation and management; serve as committee liaison, scheduling, documentation of meetings
- Coordinate various public events and meetings, such as open houses, public hearings, and workshops
- Assist with the development (writing/layout/production) of public information materials such as newsletters, postcards, display ads, fact sheets, displays, presentations, web surveys, web content/updates, press releases
- Update and maintain web pages
- Assist with the development/implementation of interactive web for public participation – social media, surveys, interactive maps, and other approaches tailored to specific projects
- Distribute public information materials (coordinate mailings and e-mail distribution lists, canvass, table at events, etc.)
- Schedule, conduct, and document stakeholder interviews
- Compile and analyze data, draft and lay out reports
- Support office functions related to projects and work environment— answer phones, copy, archive, produce memos and letters

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Desired Qualifications

- Bachelor's Degree (many fields could be relevant, e.g., communications, planning, journalism, marketing, computer science, geography, tell us why your field makes you a match!)
- Proven writing skills especially aimed at public communications materials (newsletters, proposals, press releases, fact sheets)
- Strong organizational and problem-solving skills
- Proficiency in Microsoft Office, including Word, Excel, PowerPoint, Publisher
- Competency in desktop publishing (experience with Adobe Software including Photoshop, Illustrator, InDesign, Acrobat, etc.)
- Familiarity with template-based web development and website maintenance
- Energetic, assertive, and able to work flexible hours, including some evenings and weekends
- Ability to meet deadlines and work in a fast-paced office environment; ability to self-start and innovate when there are lulls in the work-flow
- Ability to learn new skills and take on challenges
- Other skills, hobbies, or interests that could be integrated into the work that you do (multiple languages, videography, GIS, CAD, etc.)
- Ability to be confident and comfortable interacting with the public
- Valid driver's license
- Some lifting required for meetings, i.e. supplies to and from public meetings

Hours: Full-time between 9 a.m. -5 p.m., Monday through Friday
and some evening or weekend meetings

Closing Date: Until filled

Pay: \$25-\$29/hr

To apply: Send pdfs (1 file if possible) of the following to info@jla.us.com:

- cover letter (required)
- writing sample (required)
- resume of paid/unpaid experience (no more than 2-pages) and software/technology proficiency (required)