



**Village of Hazel Crest  
COMMUNITY RELATIONS COORDINATOR**

**SUMMARY**

Performs work in the creation and dissemination of marketing and communications materials for the Village. Develops and coordinates public relations strategies, programs, and initiatives. Coordinates community and internal events and functions. Performs other duties as assigned.

**SUPERVISION RECEIVED**

Works under the general direction of the Community and Business Relations Director.

**SUPERVISION EXERCISED**

None

**ESSENTIAL FUNCTIONS**

- Assists with production of the community newsletter and electronic newsletter.
- Creates and/or assists others in creating public relations materials designed to inform residents of Village programs and promote a positive image of the community to residents, non-residents and businesses.
- Coordinates media relations and writes and issues press releases.
- Works with Director to oversee and manage all social media platforms.
- Provides staff assistance to all Commissioners and Departments regarding community relations matters.
- Assist with the reservation and management of Village facilities available for public rental.
- Coordinates efforts with IT and Village Departments in website design and develops and maintains information on the Village's website. Works with the Director to monitor and oversee the cable operator's performance.
- Works with the Director to execute the Village's community events, celebrations, functions, and activities.
- Develops evaluation criteria to assess event impact and the effectiveness of the marketing efforts.
- Works with Director to oversee the Youth and Senior Services programs.
- Maintains contact with Village residents, civic organizations, and interest groups for the purpose of identifying public concerns and issues, furthering the community relations and public information goals of the Village.

**QUALIFICATIONS**

- High school Diploma or GED.
- Bachelor's degree in marketing, public relations, communications, or related field is preferred.
- Knowledge of general office procedures.
- Knowledge of the use of personal computers.
- Proficient in Microsoft Office Suite.
- Experience working in community or public relations arena.
- Experience in publication and/or marketing.
- Excellent written and oral communication skills.



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- Ability to be responsive to public and elected officials in a courteous and diplomatic manner.
- Ability to multi-task and adhere to deadlines.
- Excellent organizational skills
- Commitment to excellence and to the Village mission.
- Performs all duties in an independent manner with little supervision.
- Seeks guidance and direction as necessary for performance of duties.
- Recognizes and performs duties which need to be performed although not directly assigned.
- Flexibility to work events that take place outside of regular work hours, including occasional evenings and weekends.

### **WORKING CONDITIONS**

- Maintains work area in a neat and orderly manner.
- Maintains a well-groomed, professional appearance appropriate for the position and situations.
- Majority of work is performed in an office. Work is also performed during outdoor events in varying weather conditions.
- Work for events such as festivals may need to be performed on the weekend.
- Work is performed in a high-stress environment.
- Attendance at some night meetings is required.

### **GENERAL STATEMENT**

The information above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This position description does not constitute an employment agreement between the Village and the employee.