

# South Bay Cities Council of Governments

Invites applications for the position of

## Senior Project Manager Communications

**SALARY:** \$78,000 - \$99,000 annually (DOE)

**OPENING:** June 15, 2020

**CLOSING DATE:** Open until filled

### **ABOUT SBCCOG and SBESC**

The South Bay Cities Council of Governments (SBCCOG) is a joint powers authority of 16 cities and the County of Los Angeles that share the goal of maximizing quality of life and productivity for the South Bay community in Southern California. The SBCCOG operates a variety of programs that cover transportation, seniors, homeless, and sustainability. More information about the SBCCOG can be found at [www.southbaycities.org](http://www.southbaycities.org).

### **JOB SUMMARY**

Under the direction of the Deputy Executive Director, the Project Manager – Communications, is an “At Will” position responsible for all media relations, public relations, and communications efforts organization-wide. This position oversees the development and implementation of communication strategies to support the agency messages including responsibility for both internal and external marketing, branding strategy and all media relations. Advise and provide assistance to personnel on effective communications and social media techniques and/or public information methods and procedures. Monitor social media channels, mainstream media publications, and other online content as appropriate for information relevant to the SBCCOG.

This position is responsible for ensuring consistent effective messaging of the organization through a variety of media as well as supporting and enhancing agency and community outreach. Media channels/tools currently supporting the organization include website, micro website, Facebook, Twitter, two e-newsletters (one monthly and one bi-monthly), paper newsletter (quarterly), handouts, pamphlets, and e-blasts.

Activities required of the position will include, but are not limited to, the following:

- Develop, implement, and evaluate communication and outreach strategies, plans, and calendars to ensure maximum effectiveness.
- Use social marketing and behavior change theory to develop and implement specific strategies to promote participation and awareness.
- Gather and track supporting data and analytics.
- Develop organization communications style guide and train team on techniques.
- Research, draft, coordinate, review, and produce news releases, promotional materials, talking points, presentations, factsheets, special publications, and web, social media, photographs, video, and publication content.
- Conduct research and identify emerging and changing communication trends, technologies, applications, and techniques and make recommendations to management for program and policy improvements.
- Attend staff meetings and other meetings as assigned.
- Prepare reports of meetings attended.
- Assist in preparation or evaluate of draft applications.
- Help coordinate events and organize meetings.
- Other duties as assigned.

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

#### **QUALIFICATIONS /ABILITIES/ EXPERIENCE**

- Bachelor's degree from an accredited college or university with major course work in communications, marketing, public administration, or related field(s).
- At least five years related experience in the communications field (experience with public sector a plus)
- Exceptional written and verbal communication skills.
- Strong organizational skills, initiative, and flexibility to work in a fast-paced environment.
- Advanced proficiency in Microsoft Office programs
- Proficiency in Adobe Creative Suite or other graphic design software, videographer software, and GIS storymaps a plus
- Experience with social media data analysis and tracking.
- Understanding of public relations and graphic design principles and related law.
- Ability to establish and maintain positive, effective working relationships with staff from numerous agencies and jurisdictions, community members, co-workers, contract consultants, and other stakeholders including elected officials when required.
- Ability to address and prioritize multiple tasks simultaneously and work amid interruptions.
- Creative, detail oriented, and resourceful, possessing aptitude to assist with special projects, as needed.
- Ability to function independently as well as part of a team.
- Exceptional organizational and reporting skills, recognizing the importance of communication and completion of tasks on deadline.
- Possess a valid California Driver's License.

#### **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

#### **CLASSIFICATION**

This position is exempt under the Fair Labor Standards Act.

#### **BENEFITS**

- 12 paid holidays.
- Vacation leave (104 hours accrued/year in 1<sup>st</sup> year, increases 8 hours/year through year 12).
- Sick leave – 8 hours per month.
- Life Insurance \$50,000 while employed by SBCCOG.
- \$500/month to apply towards health benefits. Any unused amounts will be applied to deferred compensation.
- Deferred compensation (457 Plan) \$200 per month employer contribution.
- Administrative Leave (40 hours annually- Full-time Exempt employees only).

#### **APPLICATION AND SELECTION PROCESS**

Interested candidates must submit via email a resume and cover letter detailing the relevance of their education and experience to the work of the SBCCOG and why this position is of interest to them as well as complete the Supplemental Questionnaire.

Submit to:

**Ghia Horton, Administrative Assistant**  
**ghia@southbaycities.org**

Applications will be accepted until the position is filled. Candidates invited for an interview may be required to submit the names of individuals who could serve as professional references.

SBCCOG is an equal opportunity employer.

