

Job Summary: The Regional Planning Commission, the Metropolitan Planning Organization for the New Orleans, Slidell, Mandeville-Covington, and Hammond-Ponchatoula metropolitan areas in Louisiana is looking for a qualified candidate for the position of Public Outreach Coordinator. The position requires the expertise to develop and manage the public and stakeholder outreach functions of the MPO.

This is an unclassified professional position involving work with transportation issues as they relate to regional transportation planning and development. Work is performed under the supervision of a Principal Planner and the Deputy Director. However, the employee must be able to work independently and be a self-starter, as well as coordinate regularly with other staff.

The qualified individual will represent the Commission with planners, consultants, engineers, government boards and agencies, and the general public. The ideal candidate is one with a commitment to public service, to working closely with a dedicated team, and with experience or with both public and intergovernmental relations.

The candidate will demonstrate expertise in developing and implementing a public outreach program for a public organization. The Commission expects strong communication, problem-solving, and teamwork skills and a strong desire to keep informed of current best practices in the fields of planning and public involvement and outreach.

Minimum Qualifications:

Master's Degree in Planning or Public Administration; or a Bachelors' Degree in Planning, Public Administration, Communications; or a related field, with two years of practical work experience in the field of urban and/or regional planning or governmental relations, public outreach, or a related discipline, or an equivalent combination of training and experience.

Preferred but not required:

- Knowledge and/or working experience with compliance related issues of Title VI of the Civil Rights Act of 1964
- Fluency in Spanish and/or Vietnamese
- Knowledge of and/or working experience with the Disadvantaged Business Enterprise Program.

A Criminal Background check will be conducted and employment eligibility verification via the federal government's E-Verify system on all new hires. Prospective employees may be subject to pre-employment drug testing.

Salary Range: \$50,000 - \$65,000 annually, DOQ, with a competitive benefits package. Submittals and Closing Dates: This position is open until filled. Resumes will be accepted at the Regional Planning Commission, 10 Veterans Blvd., New Orleans Louisiana 70124 or via email at rpc@norpc.org until the position is filled.

An Equal Opportunity Employer