

Seeking a Community Engagement Specialist

Be a part of woman-owned marketing and communications firm with record of interesting clients and projects. We're seeking a person who is perpetually curious, works collaboratively, and is eager to try new approaches and tools to engage and educate diverse audiences. The position requires research and writing, experience with traditional and digital marketing materials, humor, and deftly managing customers – both internal and external. Our inclusive communications approach is anchored by [International Association for Public Participation principles](#). Projects are ramping up. We need your expertise!

Immediate Start | Fulltime | Medical & Dental | Paid Holidays | Flexible Hours for Outreach

Next Steps

- Review the position description
- Write a cover email/letter to tell us about you
- Also send your LinkedIn link, resume and/or portfolio/website link to ITKaneen@kaneenpr.com

Your Key Focus

- Help to plan, develop & produce project communications: community meetings/special events, short videos, social media content, project websites, surveys, displays, fact sheets, construction alerts, reports, and citizen task force group meetings.
- Assist in researching, writing, editing and implementing engagement plans and tools.

Skills and Experience That Generate Our Interest

- Related college degree preferred: communications, public relations, business, journalism, and construction and project management
- A minimum of 2 years related or applied communications experience. Internship experience is great!
- Ability to write/create across different formats and platforms WORD, Excel, PowerPoint, and Adobe Acrobat
- History of delivering great customer service
- Works well with creatives, art directors, graphic artists, web designers, videographers, strategists, content editors, event vendors, etc.
- A passion for making the complex, simple and interesting through words, graphics, and images.
- Plan and execute special events, open houses, groundbreakings, and milestone celebrations.
- Experience proofreading, fact checking, using AP Stylebook, and editing.
- Ability to time travel, while multitasking projects and deadlines without your head exploding.
- Takes initiative, self-directed, curious and doesn't want to be bored.
- Added value for Kaneen: experience creating public involvement plans (PIP) for projects; ability to facilitate meetings/facilitator support; Spanish language/multilingual.