

**THE MARYLAND-NATIONAL CAPITAL PARK & PLANNING
COMMISSION**

invites applications for the position of:

**Project Coordinator-
Census 2020 Outreach
(Term Contract) (14834,
Grade 26)**

An Equal Opportunity Employer

SALARY: \$60,326.00 - \$103,429.00 Annually**OPENING DATE:** 02/04/19**CLOSING DATE:** 03/05/19 11:59 PM**DESCRIPTION:**

The Prince George's County Planning Department of The Maryland-National Capital Park and Planning Commission (M-NCPPC) is seeking a term-contract Project Coordinator to plan, coordinate, and direct a comprehensive community outreach program for the 2020 US Census campaign in Prince George's County. This term contract position will expire in September 2020.

The ideal candidate must demonstrate excellent organizational, writing, and interpersonal skills, and work well both independently and as a member of a team. The individual in this position will develop and implement proactive community outreach activities, marketing strategies, and a public affairs campaign to inform and educate a variety of audiences (including local decision makers; members of the business community; state, county and municipal government officials; the news media; and the general public) about the critical value and benefits to the County that will result from obtaining a complete count of residents through the US 2020 Census. The Project Coordinator will work closely with US Census partnership specialists and regional representatives, as well as officials and staff from the Maryland Department of Planning and the Governor's Office, the M-NCPPC Chairman's Office and the Planning Department, and the Prince George's County Executive's Office, to build and carry out an effective campaign for the County.

The successful candidate will handle many facets of community relations, news media relations, and public relations activities, including: writing and producing correspondence, news releases, speeches, statements, and other printed communications material; managing social media channels; developing and writing web-based communications products; developing and staffing exhibits and information dissemination activities; managing community meetings and special events; handling public inquiries and providing exemplary customer service; and providing direct support to a Complete Count Committee comprised of representatives from key organizations, agencies and communities throughout the County who will serve as official "census ambassadors" to spread the word about the Census campaign and encourage full participation.

This candidate will possess the ability to initiate and handle multiple projects simultaneously, and to exercise independent judgment and action. Education and/or experience in marketing/public relations/government relations/grassroots organizing is necessary. In-depth

knowledge of Prince George's County and hands-on experience in project initiation and management, and development of interim and final reports highly desired. Position entails evening and weekend hours. Clerical skills and valid driver's license required.

Preferred Qualifications:

- Master's degree with four years progressively responsible experience in community outreach, public relations, social services, government relations, etc.
- Experience working with Census or other demographic data
- Multi-lingual (Spanish speaking preferred)
- Familiarity with Prince George's County and familiarity working with elected and appointed officials and community groups

MINIMUM QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university in journalism, public relations, English, political science, marketing or other related field, and four years of experience in journalism, marketing or public relations; or

2. An equivalent combination of education and experience.

3. A valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required of their position.

SUPPLEMENTAL INFORMATION:

The Prince George's County Planning Department is currently located in historic Upper Marlboro, Maryland. Free onsite parking is available for employees. In the foreseeable future, the Department will be moving to a newly renovated, state-of-the-art building in Largo, Maryland, conveniently located near Metro and I-495.

The M-NCPPC offers a competitive salary range of \$60,326 - \$103,429 at the Principal Public Affairs and Marketing Specialist level. This term contract position also offers a limited benefits package, as well as paid leave and paid holidays. The Commission is an Equal Opportunity Employer, and encourages applications from minorities, females, and persons with disabilities.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.mncppc.org/jobs>

Job #14834
PROJECT COORDINATOR-CENSUS 2020 OUTREACH (TERM
CONTRACT) (14834, GRADE 26)

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OUR OFFICE IS LOCATED AT:

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