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POSITION DESCRIPTION

Communications Manager, Regional Air Quality Council

Background: The Regional Air Quality Council (RAQC) is the lead air quality planning agency for the seven-county, metropolitan-Denver region. Established by a Governor's Executive Order, the RAQC develops air quality plans and initiatives with input from local governments, the private sector, stakeholder groups and citizens. In addition, the RAQC conducts public education and outreach programs regarding air quality and pollution prevention.

Job Summary: The qualified individual will work under the direction of the Executive Director, and in collaboration with other staff, to plan, implement and measure outreach and education activities and communicate air quality issues to the media, public and other key stakeholders. A full-time Communications Coordinator will report directly to the Communications Manager.

Position Description: Working under the direction of the Executive Director, and in collaboration with other staff, the qualified individual selected for this position will manage with all communication, outreach and media and community relations activities. In particular, the successful candidate will:

- Manage research, public relations and advertising firms and their respective roles in the planning and implementation of the ozone outreach and education program
- Serve as an editor and reviewer for agency publications and reports to ensure suitability for target audience as well as compliance with the Associated Press Stylebook
- Manage and oversee the communications and outreach budget and associated grants and funding source organizations and processes
- Research funding opportunities and draft grant proposals and subsequent reports
- Represent agency at a number of public, inter-agency and community meetings
- Regularly coordinate with state, regional and local agencies and nonprofit and business stakeholders on programs and/or issues of interest
- Manage ongoing committees and their respective meetings to ensure stakeholder involvement in projects and programs
- Serve as the liaison to media, local, state and federal government staff and elected officials, business stakeholders and the community
- Write, edit and design newsletters, grant proposals, reports, memos, fact sheets, press releases, brochures, presentations, Web sites and other educational items

Qualifications: This position requires a bachelor's degree in journalism, communication, public relations, public policy, political science or related field. The candidate should have a minimum of four years working experience in public relations, journalism, government/public affairs or other related areas. Candidates should have strong organizational and both written and verbal communication skills and must be able to work both independently and as part of a team.

Salary and Benefits: The hiring range for this full-time position is \$4,250–\$4,750 per month and will be commensurate with skills and experience. Benefits include group health insurance, sick and vacation leave, paid holidays, retirement plan contribution, flexible spending plan and a transit pass.

To Apply: Along with a current resume, please submit two professional writing samples and a cover letter detailing relevant experiences and qualifications, as they relate to the job duties listed above. Include past salary history and salary requirements for this position. The initial application deadline is **Wednesday, February 1, 2012**. However, the position will remain open and applications will be accepted until filled. Submittals that do not include all requested information will not be considered.

Please submit requested application materials to Misty Howell, RAQC Office Manager at mhowell@raqc.org.