

CITY OF GILROY IS HIRING

COMMUNITY ENGAGEMENT COORDINATOR

- City Administration
- Police Department

\$6,115.33- \$8,604.92 Monthly, Plus Excellent Benefits

Opportunity to work a 9/80 work schedule with every other Friday off.

The City of Gilroy is an equal opportunity employer and supports workforce diversity, equity, inclusion and belonging. Join our team!

ABOUT THE POSITION

The City of Gilroy is actively seeking two (2) full-time Community Engagement Coordinators (CEC) to join the City Administration Department and the Gilroy Police Department. In this dynamic role, the CECs will collaborate with the Administration and Police Department teams to enhance the City's public relations, drive community outreach initiatives, and effectively disseminate information to support the City's operations, services, and policies and procedures. This presents an exciting opportunity to contribute to the city's communication and community engagement efforts.

Under the supervision of the assigned manager, the Community Engagement Coordinator for the City of Gilroy plays a key role in improving various programs. Responsibilities include managing the City's website content, overseeing digital media platforms, coordinating social media and video communication, engaging in public speaking and written communication, handling print and digital media, participating in marketing initiatives, leading and coordinating community engagement efforts, and providing excellent customer service. The duties may vary depending on the assigned department.

THE IDEAL CANDIDATE:

- Embraces common values, promotes a contemporary vision, and genuinely dedicates themselves to community engagement.
- Approach their daily interactions with a collaborative mindset, recognizing the significance of proactive and positive engagement with the community.
- Eager to apply modern approaches, innovate strategies, and implement fresh ideas.
- Focuses on forging partnerships and relationships, requiring exceptional human skills to foster collaboration and understanding within diverse communities.
- Energetic and forward-thinking, embraces modern branding practices to positively impact the department's relationship with the community.
- Demonstrates excellent communication skills, both verbally and in writing.
- Will demonstrate proficiency in utilizing digital media platforms, highlighting an inclusive approach to reaching diverse sectors of the community.
- Incorporates traditional and digital communication methods for inclusive and effective community engagement.
- Will be able to effectively communicate in Spanish, recognizing the importance of language accessibility in fostering meaningful connections.



APPLICATION DEADLINE

September 27, 2024 at 5:00pm

ORAL BOARD INTERVIEWS

October 17, 2024

FINAL INTERVIEWS

TBD

The examination process/schedule above may be changed as needed by the City.

Candidates will receive communication by email regarding the recruitment process which includes, but is not limited to, application status, test dates and interview scheduling.

Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

SUBMIT A COMPLETE ONLINE APPLICATION WITH THE FOLLOWING REQUIRED ITEMS:

- Responses to supplemental questions
- Resume is preferred
- Cover Letter expressing your specific interest in this position is preferred

Applications that do not include all required items are incomplete and will not be considered.

Apply at:

<https://www.governmentjobs.com/careers/cityofgilroy>



FIRST YEAR PROJECTS INCLUDE:

Police Department

- Publish the Annual Report, showcasing department achievements.
- Lead community outreach to promote key programs and events.
- Develop an internal communications strategy for staff updates.
- Create and manage social media content to boost engagement and brand visibility.
- Serve as media liaison and communications coordinator during critical events.
- Coordinate events like Police Academies, National Night Out, and Coffee with a Cop and other events.
- Revive the Neighborhood Watch Program
- Compile and present monthly social media performance reports.

City Administration

- Assist with groundbreaking, ribbon cuttings, and press conferences.
- Coordinate and manage the City's website, ensuring it remains current.
- Lead and conduct City Hall tours.
- Create engaging content for the City's website and digital channels.
- Design the annual Employee Calendar to promote collaboration.
- Act as backup Emergency Public Information Officer.
- Establish an evergreen content library for City campaigns.
- Update the City's content library with fresh photos, videos, and illustrations.

QUALIFICATIONS

- Bachelor's degree from an accredited college or university with major course work in Communications, Public Relations, Journalism, English, Criminal Justice, Sociology, or a closely related field. Additional full time professional related experience may, at the sole discretion of the City of Gilroy, be substituted for the required education with two years of additional directly related full-time work experience being equivalent to sixty semester units of college-level course work.
- Three (3) years of experience in public relations, community outreach and engagement, communications, or graphic design preferably in a local government agency.
- Must be available for some evening and occasional weekend work.
- Subject to afterhours callout for emergency situations/critical incidents and/or activation of the Emergency Operations Center.
- Experience with digital media, desktop publishing software, and Adobe Creative Cloud software is highly desired.
- Possession of a valid California Class C driver's license and a safe driving record.
- Pass a background check which includes a Department of Justice criminal record check for employment.
- Prefer non-tobacco user.
- Bilingual skills (English/Spanish) desired, but not required.



MOU REPRESENTATION:

AFSCME Local 101 General Unit

BENEFITS OFFERED:

May vary based on position and MOU.

See more at information at:

<http://www.cityofgilroy.org/164/Benefit-Summaries>

- Medical, dental, and vision
- Vacation leave, holidays, sick leave, personal leave, and administrative leave benefits
- CalPERS retirement pension plan
- Flexible spending accounts
- Pre-tax deferred compensation plans
- City-paid life and long-term disability insurance, and employee assistance program
- Commuter benefit program

IMPORTANT INFORMATION:

Prior to appointment and given at the City's expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and as applicable: medical evaluation and drug screen.

If special accommodations are necessary at any stage of the selection process, please contact Human Resources.

Human Resources can be reached at:

**(408) 846-0228 or
coghr@cityofgilroy.org**

**TO REVIEW FULL JOB DESCRIPTION AND ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES,
CLICK HERE: [COMMUNITY ENGAGEMENT COORDINATOR](#)**

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, please attach and submit the following required items with your electronic NEOGOV application:

- Complete supplemental question responses included with application submittal
- Cover letter that explains your specific interest in this position with the City of Gilroy is preferred
- Detailed resume focusing on relevant work experience and education is preferred

City Application Form – Candidates must complete the NEOGOV City of Gilroy application form for this position and submit online. Please prepare attachments prior to completion of the NEOGOV application as incomplete applications will not be accepted.

Apply Online:

Go to www.CityOfGilroy.org/jobs. You can apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the 'Apply' tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. ***This application will be saved and used to apply for future job openings.***

Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass a background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen, given at the City's expense, prior to appointment. If special accommodation is necessary at any stage of the selection process, please contact the Human Resources Department right away at 408-846-0228.

Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information

