

# Job Description

Position Title: Analyst 3, Community Relations

Job Group: Marketing & Communications

Job Level Group: Professional Senior

FLSA Status: Exempt

## Position Summary:

The Community Relations Analyst 3 develops and oversees short and long-term programs, events, workforce community tours, and activities to achieve community engagement goals. Establishes program protocol and processes. Coordinates and participates in a variety of community events and activities. Promotes and protects the College's interests. Develops opportunities to expand the College's community outreach.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Assists implementation of community events and projects for the Office of Community and Government Relations.
2. Develops opportunities to expand the College's community outreach through relationship building, joint events, collaborations, partnerships and other engagement opportunities.
3. Establishes program protocol and processes.
4. Develops and maintains strategic community partnerships.
5. Coordinates and participates in a variety of community event, workforce related tours, and activities.
6. Serves as the Southern Arizona higher education contact within the Mexican Consulate in Tucson.
7. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

1. Knowledge and application of organizational and time management principles
2. Knowledge of principles and methods for promoting programs and services
3. Skill in effective communication (both written and oral)
4. Skill in independent decision making
5. Skill in organization, coordination and management
6. Ability to adapt and maintain professional composure in emergent and crisis situations
7. Ability to apply effective and accurate data entry and typing skills

8. Ability to develop and maintain effective and positive working relationships

### **Supervision:**

- Not responsible for supervising the work of others.

### **Independence of Action:**

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Position provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

### **Minimum Qualifications:**

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Public Relations or a closely related field of study required.
  - Master's degree in Public Relations or a closely related field of study preferred.
  - Three (3) to five (5) years of related experience required.
  - Five (5) to eight (8) years of related experience with fundraising and community relations preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Pre-employment Background Check Required
- On call evenings or weekends.
- DMV Check/Current and Valid AZ Driver's License