



Job Title: Public Engagement Coordinator

Location: Saint Louis, MO

Work Schedule: Part-Time

Salary: Commensurate with experience

Benefits: Flexible Schedule and Telework Available

Position Description:

Excel Business Concepts is looking for a Public Engagement Coordinator to join its dynamic team of Public Relations professionals. The Public Engagement Coordinator (PEC) is responsible for managing and implementing strategies for a positive brand experience for those that we service. The PEC will have responsibilities predominantly to support public relations including facilitating and engaging the public in various modalities. The PEC will utilize their skills to foster and support positive media relations and community involvement. This position will play a vital role in educating and informing the public of key changes and activities within the communities we serve. The PEC will also serve as an administrative support person for the public engagement team which includes managing some vendor relationships, developing press kits, budget tracking and scheduling meetings. The PEC will work in coordination with other team members to assist in the development of content for our clients to be used on print, digital, and social media platforms. The Public Engagement Coordinator will be under the direct supervision of the Chief Creative Strategist and will maintain confidentiality of all privileged information. A highly qualified candidate will have a bachelor's degree and two years of experience in project management/coordination/public engagement/facilitation. Must be proficient in Word, Excel, PowerPoint and able to learn other software programs as needed.

Public Engagement Coordinator Duties & Responsibilities

- Assist in planning, implementing and executing public engagement activities for community and corporate partners
- Manage onsite & virtual public engagement event logistics
- Solicit and retain community partnerships within the regional business community
- Procure and maintain attendee information at all community or corporate events
- Manage communications between clients, staff, volunteers, and community partners

- Perform pre and post event outreach on all public engagement projects
- Facilitating the distribution of project resources to speakers, attendees and community and corporate partners
- Measure and report the impact of our public engagement activities
- Cultivates and manages ongoing relationships with current and prospective clients
- Actively seeks new individual and workplace relationships related to the community we serve
- Manages and updates a relationship database of current, potential and future stakeholders
- Assists with the creation of materials to be used for web and social media content

*This position description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by immediate supervisor or designee.

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of records management procedures.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Ability to maintain confidentiality.
- Ability to represent the Excel Business Concepts brand and its executives in a professional manner.

Additionally, candidates should possess the following:

- 1-3 years' work experience
- Excellent written, verbal and presentation skills
- Outstanding interpersonal and communication skills as well as creativity, diplomacy and skills in consensus building and collaboration
- Ability to work with a diverse pool of customers, service partners and professional styles

- Energetic, optimistic, and customer-centered personality
- Strong work ethic with the ability to multi-task

Education:

Required: Bachelor's degree

Preferred: Master's Degree

Physical Demands:

- Visual acuity, manual dexterity, hearing, driving, standing, walking, sitting, stooping, bending, lifting and carrying 25 pounds. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

Working Conditions:

- Minimum of 15 hour per week. Based on public engagement schedules, position often requires work beyond traditional hours
- Flexible schedule required during peak times of the year.
- Work involves frequent interaction with business owners and company executives, and the general public.

To Apply:

- Submit your Cover Letter and Resume to PANTOINE@EXCELTDAY.BIZ