

City of Avoca

Community Relations Coordinator

Department/Office: Culture & Recreation

Salary Range: \$52,000 Annually

Benefits: Health Insurance, IPERS Retirement, Vacation Leave, Sick Leave, Cell Phone Stipend

Union Position: No

Civil Service Status: No

FLSA Status: Exempt

Position Overview

The Community Relations Coordinator plays a key role in promoting community engagement, organizing cultural and recreational programming, and overseeing communications for the City of Avoca. This position leads the development and management of events, supervises facility rentals, supports fundraising initiatives, and maintains the City's digital presence. The role requires occasional evening and weekend hours for board meetings and community events.

Essential Duties and Responsibilities

- Develop and present reports, studies, and data-driven materials to support city decision-making.
- Assist with securing, administering, and reporting on grants and sponsorships.
- Design and implement employee engagement and wellness programs.
- Plan, manage, and evaluate recreational and cultural programs, including Aquatic Center operations.
- Recruit, organize, and manage volunteers for events and community initiatives.
- Maintain and update the City's website and social media platforms to ensure timely, engaging communication.
- Schedule and manage facility rentals and events at the Community Center.
- Develop strategies to maximize programming and increase revenue from community facilities.
- Serve as a liaison with citizens, civic organizations, and community stakeholders to foster engagement and resolve concerns.
- Provide hands-on leadership and support for daily Aquatic Center operations.
- Attend community events and city meetings outside of regular hours as needed.
- Perform additional related duties and special projects as assigned.

Minimum Qualifications

- High school diploma or GED required.
- Bachelor's degree in parks and recreation, event management, business, marketing, communications, or a related field preferred.
- At least two (2) years of relevant professional experience, or an equivalent combination of education and experience.
- Ability to obtain Level 3 Food Safety Certification.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint).
- Valid driver's license required.

Knowledge, Skills, and Abilities

- Experience managing websites and social media channels.
- Familiarity with AI tools and basic data analysis.
- Excellent organizational, planning, and time management skills.
- Strong written and verbal communication skills.
- High attention to detail and accuracy, especially in record-keeping and financial transactions.
- Ability to prioritize and manage multiple tasks in a dynamic environment.
- Strong interpersonal skills and the ability to work collaboratively with diverse groups.

Physical Demands

- Frequently required to sit, talk, hear, and use hands for office work.
- Occasionally required to walk, reach, or lift items up to 25 pounds.
- Requires close vision and the ability to focus for computer-based tasks.

Work Environment

- Work is performed in both standard office settings and a mix of indoor and outdoor community facilities.
 - Generally quiet, with occasional noise levels during public events.
 - Occasional evening and weekend work is required.
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Selection Process

- Formal application and resume submission.
 - Evaluation of education, qualifications, and relevant experience.
 - Oral interview, reference/background checks, and potential job-related assessments.
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This job description outlines the general responsibilities and expectations for this role. It is not an employment contract and may be revised as the needs of the City of Avoca evolve.