

Job Description: Part-Time Director of Community Engagement

Location: Borough of Matawan

Position Overview:

The Borough of Matawan's Director of Community Engagement plays a pivotal role in fostering strong community relationships and enhancing communication strategies. This position oversees the operations of the Offices of Recreation and Communications, ensuring effective engagement with residents, promoting recreational activities, and managing communication channels.

Key Responsibilities:

1. Community Engagement Strategy:
 - Develop and implement a comprehensive community engagement strategy to strengthen ties between the borough and its residents.
 - Organize and facilitate community events, programs, and initiatives to promote community involvement and participation.

2. Recreation Management:
 - Oversee the planning, coordination, and execution of recreational programs, activities, and events for residents of all ages.
 - Collaborate with local organizations, schools, and businesses to expand recreational opportunities and partnerships.

3. Communications Management:
 - Develop and maintain effective communication channels, including social media, newsletters, website content, and press releases.
 - Ensure timely and accurate dissemination of information regarding borough activities, services, and initiatives.

4. Public Relations:
 - Serve as a key point of contact for the borough, building positive relationships with stakeholders, committees, volunteers, vendors, and the public.
 - Respond to inquiries, complaints, and feedback from residents and community members in a professional and timely manner.

5. Team Leadership:
 - Supervise and mentor staff within the Offices of Recreation and Communications, providing guidance, support, and performance evaluations.
 - Foster a collaborative and positive work environment that encourages creativity, innovation, and teamwork.

6. Budget Management:
 - Develop and manage the annual budget, ensuring fiscal responsibility and accountability.
 - Monitor expenses, revenue sources, and funding opportunities to optimize resource allocation and support program sustainability.

Qualifications:

- Proven experience in community engagement, recreation management, or related areas, with a minimum of 5 years in a leadership role in a municipal setting.
- Excellent communication skills, both written and verbal, with the ability to engage diverse audiences effectively.
- Strong organizational skills, attention to detail, and the ability to multitask and prioritize in a fast-paced environment.
- Knowledge of local government operations, community development principles, and public relations strategies, Matawan and Aberdeen local knowledge preferred.
- Proficiency in Microsoft Office Suite, social media platforms, website management, and other relevant software tools.

Benefits:

- Salary Range: \$10,000 to \$50,000, commensurate with experience and qualifications
- Meaningful work contributing to the well-being and development of the local community.
- Collaborative and supportive work environment.
- Opportunities for professional development and career growth.
- Flexible work schedule.

The Director of Community Engagement plays a crucial role in enhancing the quality of life for Matawan residents through meaningful community engagement, engaging recreational programs, and effective communication strategies. Interested candidates are encouraged to submit a cover letter, resume, and professional references to Ryan Michelson, Borough Administrator, Matawan Borough, 201 Broad Street Matawan, New Jersey 07747, or e-mail: ryan.michelson@matawanborough.com no later than 10:00 AM, May 17, 2024. The Borough reserves the right to conduct interviews prior to May 17, 2024, as qualified candidates are identified. All Application materials are deemed confidential to the extent permitted by applicable law. The Borough of Matawan is an Equal Opportunity Employer.