

County Connection

2477 Arnold Industrial Way Concord, CA 94520-5326 (925) 676-1976 countyconnection.com

JOB OPENING

OPEN DATE: 12/12/2017

CLOSE DATE:

TITLE: **PLANNER/COMMUNITY LIAISON**
SALARY RANGE: Grade 10: \$65,832 - \$89,492 Annually
DEPARTMENT: Planning & Marketing
REPORTS TO: Director of Planning & Marketing

DUTIES/RESPONSIBILITIES:

The Planner/Community Liaison will provide planning, direction, and coordination of County Connection's social media activities, community outreach, and special projects as assigned.

Duties include, but are not limited to:

- Assisting and participating in the department's contribution to the Authority's planning function including data entry and analysis
- Representing County Connection at community outreach events including, but not limited to: schools, farmer's markets and other events so as to educate and engage the public with services provided by County Connection
- Coordinating County Connection's social media presence so that a clear and consistent message is conveyed
- Participating in the development and supervision of the department's systems for dissemination of public information

REQUIREMENTS:

- Bachelor's degree (B.A./B.S.) from four-year college or university in Communications, Planning, or other related field plus one (1) to two (2) years related experience and/or training. Equivalent combination of education and experience may also be considered
- Social media experience is required
- Ability to write routine reports and correspondence. Ability to calculate figures and amounts such as proportions, percentages, and trends. Microsoft Excel experience is preferred
- Ability to speak effectively before groups of customers, employees, and/or the general public. Spanish language skills are preferred

TO APPLY:

Download and complete the Administration application [here](#) or go to <https://countyconnection.com/about/jobs/> and click on the Administration application under Applications by Department. Submit to County Connection, 2477 Arnold Industrial Way, Concord, CA 94520. You may also apply in person Monday - Friday 8:00 a.m. - 5:00 p.m. Resumes and cover letters are not accepted in lieu of application, but must be attached.

*Internal candidates must complete an internal application available at the front desk and have a minimum of six (6) months in their current position.

County Connection is an Equal Opportunity Employer and Drug Free Workplace

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