

JOIN OUR TEAM

TITLE

Professional Area: Events Manager

Salary Range: \$75,000 - \$110,000

Location: Fort Lauderdale, FL

Closing Date: Open until filled

To Apply: www.browardmpo.org/employment-opportunities

THE POSITION

The Broward Metropolitan Planning Organization (MPO) has an exciting opportunity for a talented professional to join the Communications and Outreach team as an Events Manager. The Communications and Outreach Team is responsible for coordinating the development and implementation of public engagement strategies, plans, and campaigns to meet the MPO's local, state, and federal requirements, goals and objectives. The job requires management of all phases of event/project coordination and implementation including but not limited to planning, marketing, execution and administrative requirements, sometimes with consultant assistance.

Other duties include, but not limited to:

- Manage short- and long-term planning for events that promote and support the MPO core products developed internally and by other departments, including but not limited to the Metropolitan Transportation Plan, Transportation Improvement Plan, Public Participation Plan, and the Unified Planning Work Program;
- Serves as the Communications and Outreach point of contact for and leads event management for annual MPO events;
- Develop budgets, manage consultants, assist with media inquiries, prepare post-event analysis, prepare and present staff reports, and prepare photography and other media for publication;
- Recommend, develop, and implement effective marketing plans for generating event awareness and attendance including but not limited to social media, website, calendar promotion, e-blasts, and engage the MPO Governing Board, Committees, and community stakeholders;
- Act as brand ambassador, ensuring proper and consistent use of naming conventions, brand attributes and logo.

THE CANDIDATE

We are looking for an outstanding candidate with an interest and significant experience in the professional area noted above. The ideal candidate is an experienced professional with a background in educating and informing our partners and the public on transportation activities. The Communications and Outreach Team is responsible for coordinating the development and implementation of public engagement strategies, plans, and campaigns to meet the Broward Metropolitan Planning Organization's local, state, and federal requirements, goals and objectives.

The successful candidate will hold a Bachelor's Degree in Communication, Planning, Public Administration or related field plus six (6) years of relevant professional experience. A Master's Degree may be substituted for one (1) year of professional experience; or any equivalent combination of relevant training and experience that provides the requisite knowledge, skills, and abilities for this job, which may serve as a substitute at the discretion of the MPO.