

PRINCIPAL COORDINATOR

Professional Area: Communications & Outreach Team
Salary Ranges: \$40,000 - \$60,000
Location: Fort Lauderdale, Florida
Closing Date: July 26, 2019

The Position

The Principal Coordinator position provides support for the Communications and Outreach Team of the Broward MPO. This position is vital to the agency for providing essential MPO messaging about transportation projects, plans and programs as they relate to the Agency.

The successful candidate will assist a dynamic team of professionals with strong written and verbal communications skills, client relations, event planning and responding and outreaching to the public in meaningful and unique ways.

This is an excellent opportunity to be a part of delivering innovative transportation and infrastructure projects to elected officials, regional stakeholders and the general public. We are seeking a candidate with 2-5 years of communications experience.

Bachelor's degree in communications or related field is preferable. Spanish proficiency is desirable.

Please visit <http://browardmpo.org/index.php/employment-opportunities>

About Broward MPO

The MPO provides essential multimodal transportation planning services to over 30 municipalities and Broward County, while also working with partners in Miami-Dade and Palm Beach counties to plan for the Southeast Florida region. The thriving region is home to almost six million residents, with almost two million in Broward County alone, and another two million anticipated to call Southeast Florida home in the next 20 years. Our region is the fourth largest urbanized area in the United States with a diverse population and opportunities for both urban and suburban lifestyles.

The Broward MPO is nationally recognized for its innovation in transportation planning. Our recently renovated and technology focused office is located in beautiful Fort Lauderdale, Florida, close to world famous attractions and recreational activities including Miami Beach,

Palm Beach, Florida Keys, Everglades, fishing, boating, beautiful beaches, and Orlando and its theme parks. Our office is served by bus and rail transit as well as highway and bike/pedestrian facilities for easy commuting options.

The MPO embraces diversity and is a place where employees are appreciated, respected and cultivated with excellent opportunities for professional development and growth. We foster a collaborative environment and encourage innovation and efficiency among employees. Our family atmosphere balanced with a highly motivated team of professionals, who support the success of the agency as well as the individual, make it an ideal place to work.

The Candidate

The ideal candidate will support the Communications & Outreach team with developing content for public consumption including news releases and fact sheets, speeches, presentations, surveys, flyers and social media content.

The candidate will be involved in the coordination of public outreach initiatives from start to finish and conduct outreach activities in support of MPO Core Products including, but not limited to the Metropolitan Transportation Plan (MTP), Transportation Improvement Plan (TIP), and Unified Planning Work Program (UPWP). This person will have a desire to interface with the public and the ability to grow in their career with a progressive goal-oriented organization focused on expanding transportation options for the public.

The successful candidate will hold a Bachelor's Degree in Communications or a related field with at least two (2) years of professional communications experience. Candidates with an equivalent combination of relevant training and experience that provides the requisite knowledge, skills, and abilities for this job should apply.

Benefits

The Broward MPO offers a generous compensation package. Benefits include:

- Medical (paid for employee and subsidized family coverages)
- Short-term disability
- Long-term disability
- Life insurance
- Generous paid time off (PTO)
- 10 paid holidays

- 3 personal holidays
- Bereavement and jury duty leave
- Florida Retirement System (FRS)
- 457 deferred compensation plan
- Employee development opportunities
- Flexible work schedules

To Apply

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