



505 Commonwealth Avenue Erlanger, KY 859-727-2525

## COMMUNITY ENGAGEMENT COORDINATOR

<b>DEPARTMENT:</b>	<b>GENERAL GOVERNMENT</b>	<b>JOB STATUS:</b>	<b>FULL TIME</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>	<b>REPORTS TO:</b>	<b>DIRECTOR OF ECONOMIC DEVELOPMENT/ACAO</b>
<b>SALARY BAND:</b>	<b>J</b>	<b>AMOUNT OF TRAVEL REQUIRED:</b>	<b>AS NEEDED</b>
<b>WORK SCHEDULE:</b>	<b>40 HOUR WEEK</b>	<b>POSITIONS SUPERVISED:</b>	<b>EVENTS PLANNER</b>

### POSITION SUMMARY

Under administrative direction from the Director of Economic Development/Assistant City Administrator, the Community Engagement Coordinator is a full-time, high-impact leadership role responsible for the strategic development, coordination, and marketing of City-sponsored events, programs, and initiatives. This position ensures community events are professionally executed, well-promoted, and aligned with the City's mission of excellence in service, engagement, and innovation. The role requires creative marketing acumen, strategic thinking, and strong project management skills.

### ESSENTIAL FUNCTIONS

Essential duties and responsibilities include the following. Other duties may be assigned by the Director of Economic Development/Assistant City Administrator:

- Design, plan, and lead strategic recreational, cultural, educational, and community engagement programs that reflect the City's commitment to inclusion, quality of life, and resident participation.
- Support and strengthen all major City events—including the Summer Sendoff, Christmas Party, and ASA initiatives—by collaborating closely with the Events Planner and other departments to ensure seamless execution and continuous improvement.
- Lead outreach efforts that are inclusive, innovative, and measurable to ensure events and programs reflect the diversity of Erlanger and engage all neighborhoods, age groups, and backgrounds.
- Plan and manage recurring community programs, including volunteer initiatives, educational workshops, and neighborhood-focused events that align with the City's strategic priorities and foster civic pride.

- Serve as a central point of contact for schools, business owners, civic groups, and residents, developing strong partnerships and open lines of communication that support long-term community growth and engagement.
- Build and execute comprehensive marketing and communication strategies for City programs and events across all platforms—email newsletters, print materials, social media, and the City website—to ensure professional, first-class promotion.
- Collaborate with the designated website and social media coordinator to ensure timely, consistent, and brand-aligned messaging across all digital platforms and communication channels.
- Oversee logistics and budgeting for community events and programs; responsible for maintaining accurate records and submitting annual budget requests to the City Clerk each February.
- Maintain and grow the City’s external email newsletter, including content development, formatting, and distribution list management to maximize reach and engagement.
- Lead the City’s participation in the America Supporting Americans Adopt-A-Unit program, coordinating community contributions, partnerships with schools, and any required fundraising efforts.
- Attend and actively participate in regional and professional organizations, such as the Kentucky Recreational Park Society (KRPS), Kenton County Parks and Recreation Association, and the Northern Kentucky Senior Games Steering Committee, to enhance professional knowledge and City visibility.
- Ensure the organization, maintenance, and tracking of community engagement materials, supplies, and promotional items; oversee inventory and ensure storage spaces are kept clean and functional.
- Assist with and lead special projects that align with Erlanger’s strategic goals, particularly those related to talent attraction, regional leadership, placemaking, and enhancing quality of life.
- Respond promptly and professionally to public inquiries, suggestions, and concerns, fostering trust, transparency, and responsiveness in City government.
- Maintain up-to-date procedural documentation for all functions of the role; proactively suggest process improvements and submit updated procedures to the supervisor.

## **POSITION QUALIFICATIONS**

### **Education & Experience**

- Minimum: High School diploma or GED
- Desired: Two to four years of related experience and/or training for this position
- Continuing education and/or training may be required.
- Computer Skills: Extensive knowledge of social media platforms and running paid advertising. Computer skills to perform this job successfully include an individual with knowledge of Internet software, spreadsheet software, and word processing software.

### **Certificates & Licenses**

- Possession of a driver’s license

## **PHYSICAL DEMANDS**

This position is performed in a standard office environment with some travel to different sites; incumbents will be required to work extended hours including evenings, weekends, and may be required to travel outside City boundaries to attend meetings and/or training.

## **WORK ENVIRONMENT**

This position operates primarily in an office environment but may require travel to City events, meetings, and trainings as directed.

## **VISION**

See in a normal range with or without correction.

## **HEARING**

Hear in the normal audio range with or without correction.

## **ACCOMODATIONS**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

## **EXPECTATION FOR ALL EMPLOYEES**

Responsible for becoming familiar with Administration Procedures and the City of Erlanger's Personnel Policies; knowledge of location to research Procedures and Policies; supports the City's mission statement by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect personalization, commitment to the community, accountability, and ownership.

## **ACKNOWLEDGEMENT**

I acknowledge that I have read and understood the job description and expectations for the Community Engagement Coordinator role, and I certify that I am able to perform these functions.

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Applicant Signature

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Date

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Witness

