



**Contribute to the  
Future of Yakima  
Valley:**

**A Bilingual Community  
Engagement  
Coordinator will play a  
key role with developing  
relationships with  
member jurisdictions,  
traveling to meetings  
and events in the valley  
to meet with city staff,  
and engaging the public  
with community  
involvement processes.**

**QUALIFICATIONS:**

**A Bachelor's Degree in  
Communications,  
Marketing, or related  
field or equivalent work  
experience, plus  
2 years work experience.**

**EMPLOYMENT OPPORTUNITY WITH  
YAKIMA VALLEY CONFERENCE OF  
GOVERNMENTS:**

**BILINGUAL COMMUNITY  
ENGAGEMENT  
COORDINATOR**

**To learn more about this position, go to  
[www.yvcog.org](http://www.yvcog.org), click on Employment.**

**Yakima Valley Conference of  
Governments**

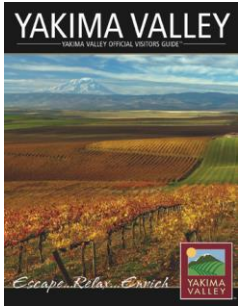
**311 N 4<sup>th</sup> Street, Suite 204**

**Yakima WA 98901**

**<http://www.yvcog.org>**

## **ABOUT THE YAKIMA VALLEY CONFERENCE OF GOVERNMENTS ...**

Located in the center of the state, Yakima County is the second largest county in Washington. The region is a rich and productive agricultural valley which is surrounded by lush rivers and mountain ranges. Well known for its apples and its production of fruit and vegetables, in recent years it has received national recognition for its many vineyards. Home to approximately 256,700 people, 50.7%



of whom are Hispanic and Latino, the region is culturally rich and diverse.

Applicants will find a family friendly environment that offers affordable housing with a median cost of housing in the \$220,000 range. Small town living galore, the region offers urban living in the City of Yakima which is the largest city in the county, while small farms and more rural living is of abundance in the surrounding cities. The Yakama Indian Reservation, which is home to 15% of the region's population, is one of the largest Native American tribes in the nation.

Outdoor sports are abundant year around and include fishing, camping, hiking, water sports and snow skiing.

## **ABOUT THE COMMUNITY ENGAGEMENT COORDINATOR POSITION...**

The Yakima Valley COG is a small group of highly professional and dedicated staff committed to making a difference in the Yakima Valley Region. The primary focus of the current position is to develop and implement initiatives that increase community involvement within the jurisdiction.

The successful applicant is required to have the ability to obtain a Washington State driver's license, have their own transportation and be able to travel frequently around the region; including night meetings, events, and / or throughout the state for trainings.

The Bilingual Community Engagement Coordinator will possess the knowledge for principles and practices of community events, working directly with vulnerable and underserved communities. Identifying and fostering relationships with existing community leaders and organizers will play a key role in the success of this position.

## **PRIMARY RESPONSIBILITIES:**

The Bilingual Community Engagement Coordinator will report to the Regional Program Manager and performs the assigned job duties under general supervision as follows:

- Maintain a calendar of Community Engagement activities, including community events, workshops, appearances, and other communication opportunities.
- Prepare an annual budget for Community Engagement activities.
- Nurture new and old relationships with collaborative partners.
- Schedule regular Community Engagement exhibitions in the community and educate employees on community responsibility.
- Prepare accurate records and reports on the goals of the different Community Engagement projects.
- Oversee in the organization of special events, including donor/volunteer appreciation events and other fundraising initiatives.
- Support ongoing community programs with logistical and material coordination
- Recognize emerging issues and leaders, and create frameworks for community organizers
- Develop and lead educational programs designed to improve community leadership capacity
- Outstanding written communication and presentation skills in English and Spanish
- Strong experience preparing reports.
- Friendly, enthusiastic, and positive attitude.
- Strong knowledge of social media and other basic marketing platforms.
- Detail-orientated with the ability to manage multiple projects at a time.
- Prepare and presents reports, graphics and other materials, designs or identifies training opportunities, facilitates work group sessions
- Develop Community Engagement materials to further understanding of project or program planning efforts and impacts on the community
- Facilitate organization committee meetings, advisory meetings, open houses, or other public participation events
- Facilitate meetings and events without influencing personal attitudes toward a project or program remaining neutral
- This list of job responsibilities is not all inclusive.

## **EDUCATION AND EXPERIENCE:**

- Bachelor's degree in communications, marketing, business, or related fields. (equivalent work experience may substitute for education on a one-one basis)
- Preferred experience of 2+ years with Community Engagement activities.
- Outstanding written and oral communication and presentation skills.

- Strong experience preparing reports.
- Strong knowledge of social media and other basic marketing platforms.
- Detail-orientated with the ability to manage multiple projects at a time.
- Customer service techniques and team building concepts; and
- Prefer prior experience working in the public sector

### **SALARY & BENEFITS:**

- Salary for this position begins at **\$5,634 – 6,183 monthly** DOE
- Paid Time Off (15 days)
- Twelve (12) paid holidays
- Health benefits offered include medical, dental and vision for the employee and dependents as established by the Executive Director and Board on an annual basis
- Additional benefits include: long-term disability and life insurance
- Eligible to participate in Deferred Comp and in a Health Saving Account
- Participation in Washington State Department of Retirement Systems PERS is required
- Wellness Program
- Employees work in office during probationary period with an option to work remotely after passing probationary period if approved by Executive Director

**All positions at YVCOG are Grant or Contract supported.**

**HOW TO APPLY: Position Closes September 13th at 11:59 p.m.**

To apply for this opportunity, email your resume and cover letter to

[yvcog.hr@yvcog.org](mailto:yvcog.hr@yvcog.org)

*YVCOG fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, see <http://www.yvcog.org/title6.pdf> or call (509) 574-1550.*

**The Yakima Valley Conference of Governments is an Equal Opportunity Employer.  
This is a drug and tobacco free workplace.**