



## Public Engagement Coordinator

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### **DEFINITION**

This is professional level consultative and coordination work in the public engagement field. The Public Engagement Coordinator plans and coordinates the implementation of project-level public engagement activities. The Public Engagement Coordinator works as a member of multidisciplinary teams to provide public engagement consulting in the implementation of public engagement activities.

The Public Engagement Coordinator is responsible for planning, coordinating, and delivering professional services for project-level public engagement activities. The Public Engagement Coordinator delivers on determined objectives within the project charters developed at the program level. The delivery of public engagement activities include providing public engagement consultation to business areas, logistics management, development of materials, hosting, event facilitation, analysis, evaluation and reporting results. The nature of the work requires employees to exercise judgement and initiative in the delivery of project-level public engagement activities.

Work is supervised and reviewed by a Public Engagement Advisor. Supervision may be exercised over subordinate staff.

### **TYPICAL DUTIES** \*

Contributes to multidisciplinary teams to develop, coordinate, and deliver public engagement plans.

Identifies strategies, action plans, resource requirements and timelines for public engagement projects; serves as a liaison between the City of Edmonton program and project teams.

Assists Public Engagement Advisors in the development of charters by conducting research, analysis, and review. Works with business areas and project teams to define deliverables, monitor progress, and make necessary adjustments throughout the project.

Leads the organization of engagement event logistics including documentation, space planning and stakeholder invitations.

Addresses stakeholder concerns and mitigates issues by empowering internal and external stakeholders' input in decision making; obtaining feedback; and refining policies, programs, projects and services.

Gathers, analyzes, and shares information collected at engagement events. Prepares and writes reports analyzing and reporting on stakeholder feedback, project activities and project evaluation.

Coaches and mentors internal and external stakeholders on public engagement processes.

Performs other related work as required, including supervisory duties.



## Public Engagement Coordinator

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of and skill using public engagement systems, tools, and processes.

Knowledge of and skill using public engagement tactics, practices, techniques, and principles to support public engagement initiatives and events.

Ability to build consensus, generate common understanding, and create a shared vision in an environment of diverse stakeholders and interests.

Ability to work in a fast-paced, high-volume environment with a strong focus on multi-tasking, and attention to detail.

Ability to work autonomously and make independent decisions within established policies and procedures.

Ability to analyze and synthesize engagement results to create a workable plan of action.

Strong interpersonal skills with the ability to build and maintain positive relations with various stakeholders including the public, elected officials, and senior management.

Strong organizational and time management skills with the demonstrated ability to prioritize and coordinate work.

Effective verbal and written communication, presentation and facilitation skills.

### TRAINING AND EXPERIENCE REQUIREMENTS

Degree in Public Relations, Community Development, Planning, Social Sciences, or related discipline and a minimum of five (5) years' progressively responsible experience in a public engagement capacity working with multidisciplinary teams.

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

PUBLIC\_ENGAGEMENT\_COORDINATOR\_ACTIVE

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	3330		3331	
Grade	025		027	

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