

**PURPOSE OF POSITION:**

As a part of ongoing revitalization efforts in Macon’s Pleasant Hill neighborhood, Macon Bibb County is seeking a Community Engagement Program Manager. Ongoing revitalization efforts seek to spur equitable, resident led redevelopment to address the ongoing impact of disinvestment including interstate construction and redlining. These efforts include participating in the Reimagining Civic Commons, a national initiative focused on improving civic engagement, environmental sustainability, value creation for residents, and socio-economic mixing. Investments in the neighborhood include affordable multi-family housing, a multi-use path, and the revitalization of Sheftall Legacy Park including the addition of an outdoor fitness facility and enhanced basketball courts.

Under general supervision the Community Engagement Program Manager performs professional level work related to the Pleasant Hill Urban Design and Cultural Plan and the ongoing efforts of the Reimagining the Civic Commons committee as it relates to said plan. The Community Engagement Program Manager communicates planning activities and coordinates with neighborhood stakeholders, primarily the Pleasant Hill Neighborhood Organization.

This position will serve as the primary liaison between Pleasant Hill Neighborhood Stakeholders and the Reimagining Civic Commons conveners and the Director of Planning and Public Spaces as related to the Pleasant Hill Urban Design and Cultural Plan. The Community Engagement program manager will design, promote, and lead community engagement efforts in the historic Pleasant Hill Neighborhood in Macon, GA to garner robust community input. This includes building relationships with neighborhood residents, organizations, and agencies with demonstrated interest in the Pleasant Hill neighborhood.

Examples of responsibilities include organizing and hosting community engagement meetings and events, survey and data collection, creating opportunities for resident feedback in the planning process, analysis of community feedback, and creating recommendations for priorities to be included in the Pleasant Hill Urban Design Plan. The Community Engagement Program manager will also be responsible for documenting and publishing results of community outreach efforts.

This position will coordinate with other agencies and individuals assisting in creating the Pleasant Hill Urban Design plan including contractors, public agencies, and government officials.

**PRIMARY JOB DUTIES:**

<b>Priority 1:</b> Weight: 50%	Implements specific activities of the Pleasant Hill Urban Design Plan, including the development and implementation of specific workflows for individual plan presentations and public outreach
<b>Priority 2:</b> Weight: 20%	Assists RCC Conveners as it pertains to planning efforts and communications
<b>Priority 3:</b> Weight: 10%	When appropriate, attend meetings of RCC partners to deliver updates on planning efforts.
<b>Priority 4:</b> Weight: 10%	When directed, attends meetings on behalf of the RCC conveners
<b>Priority 5:</b> Weight: 10%	Prepares materials necessary for grant reporting and compliance in assistance to Macon-Bibb County Grant’s Accounting

**SECONDARY JOB DUTIES:**

- Completes special projects and performs other miscellaneous duties as required.

**EQUIPMENT OPERATED:**

Personal computer

**REPORTING RELATIONSHIP:**

This position reports to the RCC Conveners and Director of Planning and Public Spaces.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Bachelor's degree in Urban Planning, Public Health, Public Administration, Public Policy, or other similar field
- Three to five years of community engagement experience, including facilitating community meetings, conducting surveys, and translating community feedback into actionable recommendations
- Considerable knowledge of the impact of interstate construction on disinvested communities
- Considerable knowledge of best practices in neighborhood revitalization
- Considerable working knowledge of personal computers and word processing and financial software programs, including the Microsoft Office Suite
- Experience working with state level transportation departments, local government agencies, and private contractors
- Knowledge of the problems faced by residents in underserved and previously redlined communities.
- Effective written and oral communication skills to include considerable knowledge of the techniques and objectives of grants compliance
- Ability to maintain records and provide accurate reports from such records.
- Ability to communicate orally and in writing with developers, government officials and the general public as well as the ability to maintain effective working relationships with fellow employees and with members of the general public, including outside agencies.

**DESIRABLE EDUCATION AND EXPERIENCE:**

- Graduate degree in a relevant field
- Experience involving community development, marketing, and planning
- Any equivalent combination of education and experience acceptable to the appointing authority.

