

Position Description

Public Participation Coordinator

Organization

Regina Villa Associates is a Public Affairs consulting firm located in Boston. We have been in business for over 30 years. We provide strategic campaigns and marketing, event management and public involvement programs using print, photography and digital media. We bring experience, imagination and a commitment to quality to each of our projects, from a half-day conference to a ten-year construction management program to building a parade float for a city agency.

RVA has developed and implemented more than 100 public involvement and public relations strategies for projects related to the environment, transportation, social marketing, public health and infrastructure. For more information, visit www.reginavilla.com.

Position

The Public Participation Coordinator (PPC) will implement public involvement and public affairs strategies for RVA's external projects. The PPC will work closely with RVA's senior staff to implement the public involvement and public relations strategies for our projects.

Responsibilities

- Organize and staff meetings (including small groups, project briefings, large public meetings, and conferences)
- Implement civic engagement plans for multiple projects
- Develop and maintain project databases
- Develop written materials including website text, press releases, meeting invitations and project fact sheets
- Various administrative tasks

Qualifications

RVA is seeking a Public Participation Coordinator with 2-3 years of experience, ideally with community outreach, marketing or public policy. Basic computer skills, including Microsoft Office and HTML, are required. Fluency in a second language – Spanish or Portuguese - is a plus.

- Highly collaborative style; experience developing and implementing communications strategies
- Excellent writing/editing and verbal communication skills
- High energy, maturity and leadership ability
- Sincere commitment to work collaboratively internally and with external groups, including the general public
- Self-starter, able to work independently, with minimal supervision, and manage multiple tasks concurrently.

Send resume and cover letter via mail, fax or email to:

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