

Position Description

Public Participation Assistant at Regina Villa Associates, Boston, MA

Organization

Regina Villa Associates is a Public Affairs consulting firm located in Boston. We have been in business for almost 40 years. We provide strategic campaigns and marketing, event management and public involvement programs using print 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 Assistant (PPA) will work closely with RVA's senior staff to implement the public involvement and public relations strategies for our external projects. This is an entry level position, and the salary is \$38,480 with benefits.

Responsibilities

- Organize, plan logistics and staff meetings (including small groups, project briefings, large public meetings, and conferences)
- Implement civic engagement plans for multiple transportation, environmental, public health and infrastructure projects
- Coordinate events, from small meetings to large conferences
- Implement social media campaigns
- Develop and maintain project databases
- Develop written materials including website text, press releases, flyers, blogs, email blasts, meeting minutes and project fact sheets
- Various administrative tasks, including executing mailings

Qualifications

RVA is seeking a Public Participation Assistant with experience in community outreach, marketing or public policy. The job responsibilities require travel to various locations around the state by private vehicle. The PPA must have the ability and means to travel on a flexible schedule as needed, and use of an insured vehicle. Basic computer skills, including Microsoft Office, are required. Fluency in a second language is a plus.

- Highly collaborative style
- Experience developing and implementing communications strategies
- Excellent writing/editing and verbal communication skills
- Demonstrated interest in transportation, environmental, infrastructure, public health and/or urban planning issues
- Commitment to high quality work products
- Ability to follow projects through from concept to completion
- High energy, maturity and leadership ability
- Sincere commitment to work collaboratively internally and with external groups, including the general public
- Ability to problem solve and work with stakeholders to ensure concerns are addressed
- Self-starter, ability to work independently, with minimal supervision, and manage multiple tasks concurrently

Send resume and cover letter via email to info@reginavilla.com, subject line: "PPA Job."