



POINTNORTH

Director of Community Engagement

Do you love working directly with the community? Do you enjoy utilizing innovative and creative approaches in communications and engagement? Does working on large, complex transportation project within a diverse and high energy team excite you? If this sounds like you we want to talk!

About the Position

Classification: Salaried / Exempt
Compensation Range: \$95,000 - \$120,000

This position is intended to be a full-time, project-specific role with the possibility of supporting additional community engagement contract work within the firm. This position will be responsible for leading a team that develops and implements communications and community engagement strategies and tactics within a large multi-firm consultant team, on a large transportation project.

About PointNorth

PointNorth Consulting is a strategic communications firm and is a woman-owned minority small business located in Vancouver, Washington. We believe our values drive our passion. We are strategists, storytellers and committed communicators. We serve a variety of organizations in the Pacific Northwest ranging from architects, engineers and contractors to educational service districts and public agencies. We value hard work, an entrepreneurial spirit, integrity, and authenticity. We also value strong connections to our team and our community.

Overall Responsibilities

- Responsible for leading a team that develops and implements community engagement strategies and tactics for a large transportation project (planning phase).
- Develop and implement community engagement plans that utilize equitable engagement best practices and creative and innovative approaches to reaching target audiences.
- Measure impact and effectiveness of reaching diverse audiences, including Black, Indigenous, and people of color (BIPOC), people living with disabilities, people with low incomes, and people who use languages other than English.
- Track public correspondence and inquires, ensuring accurate, quality and timely responses.

- Produce written reports of public comments and engagement activities.
- Manage and coordinate public meetings, engagement events, and advisory groups.
- Coordinate, manage and staff meetings with public stakeholder groups.
- Coordinate the development of all necessary materials associated with engagement activities.
- Ensure engagement team is trained and prepared prior to external facing engagement activities.
- Coordinate across teams and disciplines to ensure community engagement planning aligns with transportation program goals and milestones.

Knowledge, Skills & Qualifications

- 10 years of professional experience in a similar role
- Proven experience and strong knowledge in public involvement / community engagement strategies and implementation with a focus on equity in engagement
- Communications experience on public transportation projects
- IAP2 Certificate - Foundations in Public Participation, Planning for Effective Public Participation, Techniques for Effective Public Participation preferred
- Work in a fast-paced consulting environment
- Ability to manage a team and ensure timely and accurate completion of team deliverables
- Demonstrated exceptional management of projects from start to finish, including experience with tools to develop and manage project plans
- Bachelor's Degree preferred in Communications, Public Relations, or related degree
- Outstanding written, verbal, and presentation skills; able to translate complex ideas into simple, actionable strategies
- Comfortable and willing to facilitate client and public sessions
- Strong organizer who is detail-driven and forward thinking
- Highly responsive and able to track progress
- Adaptable and flexible to meet the needs of evolving priorities
- Comfortable working independently and as part of a dynamic interdependent team
- Comfortable with taking direction, yet able to take the initiative as needed
- Proficient or able to quickly become proficient in Microsoft 365, GSuite, Harvest, Asana, Rippling and Dropbox
- Collaborative team member with ability to communicate in a professional manner with all clients, co-workers, stakeholders, community members and business partners
- Passion for the mission of PointNorth and aligned with [our values](#): people first, lead with integrity, think big, keep it real

While not required, the following qualification(s) is appreciated:

- Experience in consulting firms and/or professional service organizations
- Proficiency in Spanish or other common second language in equity priority communities in the SW Washington/Portland metro region
- Cultural competency and understanding of diversity, equity, inclusion and belonging best practices

PointNorth is an equal opportunity employer, committed to developing an organization that is reflective of, and sensitive to, the needs of the diverse community we serve. We do not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service. PointNorth is a provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711.

Working Conditions / Physical Requirements

Work is currently performed in a hybrid environment - at a home office and at our PointNorth office in Vancouver, WA, and/or in a project office. This includes long periods at a desk. Position requires the employee to regularly host and facilitate in-person and virtual meetings, communicate with community members and clients, in both small and large groups. Employees may work under the stress of continual contact from clients, community members, co-workers and business partners, and the pressure to meet deadlines. Must occasionally lift and/or move up to 25 pounds. As an organization who contracts with government clients, PointNorth requires its employees to be fully vaccinated against COVID-19.

- Requires availability 8 am - 5 pm M - F with occasional evening or weekend work.
- Position may require the ability to travel regionally for work activities.

Please send cover letter and resume to joinus@pointnorthinc.com

