Somers-Jaramillo & Associates (SJ&A), a local public involvement and communication consultancy, is currently seeking an experienced, full time Public Involvement Manager at our Salt Lake City office. The position is a full time, standard 40 hours/week and requires on-call availability 24 hours a day, 7 days a week for telephone calls and/or emails. Some night or weekend work as needed.

Contact: Please email leah@somers-jaramillo.com with your resume and a brief statement detailing your professional interests, strengths, and why you are suited for this position.

**Educational Requirements:**
- College degree in Communication, Public Relations, Facilitation, or Mediation preferred
- 2 years minimum experience planning and conducting outreach or public involvement activities, or community/public relations, city or state planning, or general communications experience.

**Desired Skill Set:**
- Detail oriented and enthusiastic with demonstrable knowledge of and ability to implement various public involvement techniques.
- Excellent people skills including the ability to communicate clearly, listen and summarize information, document interactions, and problem-solve or reduce conflicts when possible.
- Must be able to communicate effectively in written and oral formats including speaking to people one-on-one, in small groups, and to large groups.
- Ability to understand and explain technical information to a variety of audiences, often in high-profile situations.
- Ability to complete complex work assignments on schedule, with limited supervision.
- Must be proficient in Microsoft Office Suite programs (Word, Excel, PowerPoint, Outlook, and Access). Adobe creative suite or other graphics programs a plus.

**Key responsibilities:**
- Work with project teams, client and other key stakeholders.
- Develop and implement a general strategic plan/process for public involvement developing and maintaining a system of keeping groups/individuals informed of all progress and opportunities for involvement and input.
- Identify all potentially affected interested parties.
- Problem-solve and facilitate conflict resolution between client and the public or within project teams.
- Coordinate with Graphic Design to develop logo, branding, and collateral.
- Set up and maintain project hotlines. Be available to hotline 24 hours per day, 7 days per week.
- Develop and distribute collateral including informational signs, public hearing/meeting brochures, displays, news releases, advertisements, newsletters, flyers, post cards, etc.
- Develop and maintain interactive project websites and social media to provide updated information on the project and obtain and respond to e-mailed comments from the public.
- Design, coordinate and facilitate workshops, hearings, meetings and scoping sessions.
- Maintain database necessary for effective communications.
- Document and report all public involvement efforts utilized throughout the process.