

Community Relations Coordinator (Part-Time)

Please note: We are currently located in Merrimack, NH. In April 2019 our office will move permanently to 30 Temple Street in downtown Nashua, NH. All interviews for this position will be held at our current location at 9 Executive Park Drive, Suite 201, Merrimack, NH.

About NRPC

As one of nine regional planning commissions in New Hampshire, the Nashua Regional Planning Commission (NRPC) is a community-based public agency that provides a variety of land use, transportation, mapping, economic development and environmental planning services to thirteen communities in the greater Nashua, NH area. The Commission fosters a work environment that is both personally and professionally fulfilling by encouraging continued professional development and healthy work/life balance.

About the Position

The Nashua Regional Planning Commission (NRPC) seeks a talented and versatile professional to manage public outreach to citizens, Commission representatives, and other stakeholders. As such, the Community Relations Coordinator is responsible for a variety of public-facing duties including (but not limited to):

- Driving the agency's growth on social media through the creation of engaging and smart content;
- Administering public meetings, including meeting notices, agenda packet preparation, and attendance and minute-taking;
- Coordinating other regular outreach to our Commissioners and stakeholders to maintain productive communications with our communities;
- Planning our annual Forum event and dinner;
- Managing the NRPC contacts database;
- Carrying out light administrative duties to support community relations, as needed.

This position is 20 hours per week with a pay range between \$20 and \$25/hour depending on qualifications and experience.

About You

The ideal candidate for this position has a bachelor's or associate degree in marketing, communications, business or related field and at least two years of experience. Attention to detail is required, as are strong writing, graphic design, and interpersonal skills.

To Apply

Please submit a cover letter and resume via email to [Sara Siskavich](#), Nashua Regional Planning Commission, 9 Executive Park Drive, Suite 201, Merrimack, NH 03054.

This position will remain open until filled or the recruitment is cancelled.

The NRPC is an equal opportunity employer.