

Community Relations Coordinator

Ensures effective and efficient delivery of government services to residents. Cultivates community contacts to increase awareness and collaborative opportunities.

Duties and Responsibilities:

- Attending community meetings – council, school boards and community groups.
- Accepting requests for assistance and processing them according to guidelines.
- Seeking input, providing feedback and making recommendations to taxpayers.
- Utilizing online and print media to publicize service opportunities.
- Responding to requests for status updates.
- Summarizing and reporting updates to Deputy Director, Commissioners, Chief of Staff and Communications Director.

Requirements:

- High School Diploma, or equivalent.
- Experience related to providing community services, preferred.
- Willing to work evenings and weekends, as necessary.
- Strong written and verbal communication skills are essential.
- Proficient in Microsoft Office.

Interested candidates submit a resume and cover letter by Friday February 3, 2012, to:

**Lackawanna County Chief of Staff
200 Adams Avenue, 6th Floor
Scranton, PA 18503**

elkinsm@lackawannacounty.org