

## **Project Manager - Outreach and Communications**

Metro Strategies Group seeks a versatile project manager to assist with outreach and communication projects. This full-time position is expected to provide strategy for various transportation and community-related outreach, communication and policy initiatives and successfully manage client projects.

Key responsibilities include developing and managing outreach plans, project scopes, timelines, deliverables and communication materials. This position will be responsible for planning and executing public meetings, stakeholder meetings and other related community events. The position will support multiple clients assisting with different phases of projects from planning to construction.

The successful candidate will have experience with communications and public engagement strategies and expertise using various tools and tactics (public meetings, pop-up meetings, social media, websites, etc.). They should have superior writing and communications skills with proven experience in producing quality deliverables. Experience working with the public sector on policy, transportation and community issues is preferred. Candidates must have the ability to travel to client locations throughout the Chicago region and collar counties.

### **Key Duties:**

- Manage strategic communications, outreach and public engagement projects, plans and social media campaigns.
- Develop strategic outreach and communications plans including timelines for implementation.
- Engage with clients to fully understand project needs, issues and stakeholders.
- Develop strategic messaging and content.
- Plan and implement all aspects of outreach and communications strategies including surveys, focus groups, public and stakeholder meetings, groundbreakings and media briefings.
- Plan and facilitate internal and external project team meetings.
- Produce deliverables including flyers, fact sheets, press releases, presentations, newsletters, project reports and other project-related content and materials.
- Create compelling social and visual media messaging for projects.
- Plan and develop web/social media engagement campaigns including content and layout.
- Ensure quality assurance and quality control on every project.
- Monitor project scopes and schedules to ensure projects and budgets stay on track.
- Build and maintain strong relationships with partners, client staff and external stakeholders.
- Raise new and innovative ideas for implementation.
- Execute all other project management duties that arise.

### **Required Skills:**

- Minimum of 2 years of relevant professional experience.
- Superior writing and communications skills and ability to create clear, concise messaging.
- Strong interpersonal and verbal communication skills.
- Proven experience in project management.
- Must be able to manage and prioritize a variety of tasks and projects simultaneously.
- Ability to solve problems and recommend solutions to overcome challenges.

- Ability to be flexible, well-organized and self-sufficient in a fast-paced environment.
- Public sector experience in communications, policy, transportation, community relations or related work is preferred.
- Consulting experience is a plus.
- A bachelor's degree in Political Science, Journalism, Communications or equivalent related fields combined with relevant work experience. A master's degree is preferred.

### **Compensation and Benefits:**

The salary range for this position is \$65,000 to \$80,000 depending on qualifications. The anticipated salary range for candidates with a minimum of 4+ years of relevant, demonstrated experience with increasing job responsibilities is \$75,000 to \$80,000. Benefits include paid time off (vacation, holidays, personal days and sick time), hybrid work schedule, professional development opportunities and a company contribution towards employee health insurance. Eligible employees can also enroll in voluntary dental and vision insurance and a 401k retirement plan.

### **To Apply:**

All of the following are required to apply for this position: cover letter, resume, references and supporting materials such as work or writing sample. Please submit application materials to Tammy Wierciak at [twierciak@metrostratgroup.com](mailto:twierciak@metrostratgroup.com).

### **About Metro Strategies Group, LLC**

Metro Strategies Group specializes in providing solutions around outreach and communications, policy research and best practices, funding and building consensus for projects. With a deep knowledge base spanning multiple industries from transportation and stormwater management to economic development and environmental issues, we tailor our approach to best meet our clients' needs. Metro Strategies Group is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.