

MDEQ JOB ANNOUNCEMENT



The Human Resources Office is accepting applications for the following job vacancy in the Office of Community Engagement.

Position: Project Manager I
PIN: 5551
Starting Salary: \$43,509.31
Location: Office of Community Engagement

Minimum Qualifications:

Typically requires a Bachelor's degree and 0-2 years of experience.

Primary Functions:

- Provide programmatic support within OCE and its programs through the development and coordination of written and on-line outreach/educational content under the supervision of the Director, including the development of social media and public relations content.
- Assist with the organization and scheduling of meetings (on-line and in person), special events and other communications for specific OCE program activities through direct contact with agency personnel, other agencies, community groups and /or the general public.
- Assist and coordinate with other agency personnel to assist with the development of training and educational materials, presentations, or other communications necessary for community engagement and other related program activities as needed.
- Assist with the collection of data and preparation of reports and other documents related to OCE and other associated agency program activities.
- Maintain a database of all program outreach activities for annual and other reporting requirements.
- Assist in the management of special projects/programs as assigned including serving as liaison to agency personnel, other agencies and/or the general public.