

Job Description: Community Programs Manager



Department: Community Relations

FLSA Status: Exempt

Last Revised: December 2015

Summary

This position is responsible for the management, coordination, marketing and evaluation of all TLA-sponsored events. This position develops sponsor, vendor and committee relationships with businesses, individuals and organizations interested in supporting TLA's events and activities. This position coordinates on other projects as assigned with other TLA staff and resident volunteers.

Organizational Relationships

Reports directly to the Chief Administrative Officer. Has a high level of interface with residents, other organizations and individuals throughout Skidaway Island and the greater Savannah area. Works regularly with other TLA departments and committees. Participates in cross functional teams to improve the effectiveness of the department and the Association.

Duties and Responsibilities

1. Develop a program of events and activities aimed at educating and informing residents while encouraging a strong sense of community
 - Research and maintain competitive intelligence regarding activities and events desired by current and future residents
 - Work with the local business community and other stakeholders to host mutually beneficial community events that are supported and patronized by local business leaders, the community and our residents
 - Partner with external stakeholders to provide educational programs and opportunities that promote enjoyment of The Landings' unique coastal environment
 - Work with the Water Conservation Committee and Utilities Inc. to provide educational events, programs, and resources that promote and encourage water conservation
 - Partner with the Greater Savannah community to engage Landings youth in positive organized activities (e.g., hosting soccer tournaments, etc.)
 - Expand on partnerships with Savannah non-profits (YMCA, SALT, MS, American Diabetes Association) to educate and inform residents while encouraging healthy lifestyle choices
2. Plan, implement and evaluate all TLA sponsored events and activities. Work with other committees and departments as needed to coordinate special events such as Harborfest and marina cookouts
3. Assist with preparing budgets and providing periodic progress reports for event projects
4. Develop and maintain event and volunteer database including related measures of success
5. Recruit, coordinate, train and supervise volunteers for events
6. Coordinate all event logistics, publicity and collateral material design, production and distribution
7. Organize and track inventory of event-related items such as tents, tables, etc.
8. Maintain and broaden social networking to benefit TLA and the Landings community
9. Work with Communications to create press releases and stories for TLA and local media
10. Perform other duties as directed by the Chief Administrative Officer

Key Knowledge, Skills, Abilities and Behavioral Characteristics Needed

1. Excellent written and verbal communication, with experience in public speaking
2. Fantastic customer service ethic with high expectations for quality and service
3. Outstanding organizational and project management skills, with ability to accomplish projects with little supervision
4. Strong interpersonal skills with the ability to collaborate effectively across a diverse range of ages, interests and backgrounds
5. Works well under pressure, with strong commitment to teamwork
6. Excellent judgment with strong critical thinking skills and the ability to anticipate potential problems and issues
7. Strong negotiating skills, with ability to handle conflict constructively and exercise independent judgment
8. Ability to multi-task and prioritize
9. High level of proficiency in Microsoft Office products
10. Knowledge of office machines, methods, and processes
11. Understanding of Landings Association Covenants and Policies

Minimum Job requirements

- Bachelor's Degree in Communications, Recreation, Marketing, Public Relations or related field required
- Events Planning certification or a minimum of three years of experience in the planning and execution of events required, with experience in a nonprofit setting strongly preferred.
- A valid driver's license with insurability at normal risk rates

Physical Requirements and Working Conditions

Physical Activity	Never	Occasionally (10-25%)	Frequently (26-70%)	Regularly >70%
Standing for sustained periods of time			X	
Walking to accomplish tasks and set up events			X	
Climbing stairs and ladders		X		
Reaching – extending hands and arms in any direction			X	
Balancing - Maintaining body equilibrium to prevent falling while walking on uneven and/or slippery surfaces			X	
Drive			X	
Stooping		X		
Kneeling		X		
Crouching		X		
Crawling	X			
Pushing with steady force in forward, downward or upward motion		X		
Pulling to draw, haul or tug objects in a sustained motion		X		
Lifting from a lower to high position or moving objects horizontally from position to position			X	
Using fingers to pick, pinch, type				X
Grasping with the fingers and palm				X
Feeling – perceiving size, shape, temperature or texture by touching with skin and fingertips				X
Talking				X
Hearing – receiving detailed information through oral communication with ability to discriminate sounds				X
Repetitive motion – substantial motions of the wrists, hands and/or fingers				X

Visual Acuity Requirements (color, depth perception and field vision)	Never	Occasionally (10-25%)	Frequently (26-70%)	Regularly >70%
Ability to utilize computers, ipads, and smartphones				X
Visual acuity to operate motor vehicles			X	
Ability to make detailed observations of people, facilities, structures and vehicles				X
Lifting Requirements	Never	Occasionally (10-25%)	Frequently (26-70%)	Regularly >70%
0 - 10 pounds				X
10-20 pounds			X	
30-50 pounds		X		
50-100 pounds	X			
Over 100 pounds	X			
Environmental Condition	Never	Occasionally (10-25%)	Frequently (26-70%)	Regularly >70%
Works around water		X		
Subject to sun and outside cold/hot temperatures including wind and humidity		X		
Subject to noise levels requiring worker to shout to be heard above ambient noise level		X		
Subject to vibration	X			
Works near moving mechanical parts or moving vehicles		X		
Works in high, precarious places	X			
Works in close quarters, small enclosed rooms, crawl spaces, etc.	X			
Subject to fumes or airborne particles	X			
Subject to toxic or caustic chemicals	X			
Encounters wild animals		X		
Risk of electrical shock	X			
Other (write in) •				