

LinkedIn Groups

- Group: Cleveland Recruiting Company
- Subject: Civic Commons is Looking for a Production Maven and Community Connector

The job of the Production Maven and Community Connector is to assist with the development and management of multimedia content and serve as a community connector as it relates to the planning and execution of engagement projects on behalf of citizens, partners and clients. This involves identifying engagement goals and tactics, key stakeholders, and necessary partnerships to successfully implement the projects. Ultimately, this leads to the creation of content, connections among stakeholders and community members in ways that engage stakeholders and the community in conversations that lead to action.

The position is part community organizer, part content producer, part civic evangelist. On a day-to-day basis, this person will work with the Curator of Conversation and the Project and Operations Coordinator to fulfill all content and engagement goals and responsibilities.

Specific responsibilities for this position include (but are not limited to):

- Work with partners to design and implement engagement plans
- Plan, design, and coordinate public engagement events for diverse stakeholders in ways aligned with the goals of the Civic Commons
- Facilitate and record conversations with stakeholders for inclusion in online conversations
- Assist the team in managing media partnerships and delivering content when appropriate
- Engage with community members and other stakeholders on a variety of issues
- Use existing and emerging social media outlets to support and extend Civic Commons activity
- Experiment with emerging technologies to effectively communicate narratives at the heart of Civic Commons activity
- Provide technical support for stakeholders as needed to allow for successful implementation of project and initiatives
- Participate in various Civic Commons meetings, trainings, events and conferences

CANDIDATE CHARACTERISTICS

The Project Director is an enthusiastic, optimistic, self-motivated, responsive closer, capable of managing multiple deadlines and a variety of tasks. To succeed in this position, the candidate must demonstrate excellent written and oral communications skills, strong personal initiative and attention to detail, independent work habits and motivation.

The ideal candidate possesses a balanced mix of creativity and an orientation to get things done. The ability to use new technologies and collaboration-based software tools is essential to this position and working at The Civic Commons. Because The Civic Commons is based, in part, on the desire to explore how social media and emerging technology can mobilize the public to engage with information and each other, the candidate needs to be comfortable with a wide range of online technology (especially innovative forms of social networking). We practice what we preach!

MINIMUM QUALIFICATIONS

- Bachelor's degree or unfettered love of learning.

- Understanding of the role journalism and education play in a democracy.
- Familiarity with Google and Microsoft-related productivity tools, video and audio editing software, willingness to embrace and experiment with emerging social and collaborative technologies.
- Strong work ethic, outgoing personality, comfortable in a flexible, fast-paced work environment.
- Experience motivating and coordinating volunteer labor.
- Second language a plus.

COMPENSATION

We're a philanthropically funded start-up, so we have to invest thoughtfully. The salary will be competitive, and for the right candidate, we'll probably all agree it's a fraction of what you're worth, but the best we can do.

TIMETABLE

This position is a contract hire to begin June 1, 2011.

APPLICATION PROCESS

Interested candidates should send a resume and cover letter to Operations and Communications Coordinator :tarynhiggins@theciviccommons.com