

Public Involvement Associate, Level I

Full-time position in an established public involvement firm in downtown San Diego. The successful applicant will have at least 5 years of full-time work experience with a public involvement, public relations or other associated firm. Applicants with a completed 4-year degree from an accredited university in a related subject matter and with at least 5 years of full time work experience showing an ability to hold and stay in a position for longer than one year are encouraged to apply.

Requirements

Applicants must:

- Be energetic, organized, honest, helpful and career-oriented.
- Enjoy and foster a multi-disciplinary environment and team.
- Have experience working with people on issues concerning natural resource management, urban planning, transportation and in frastructure construction.
- Show that they have done several of the following in their previous employment: researched stakeholder interests, supported the coordination of special events and workshops, prepared newsletter articles, answered inquiries to project information lines and websites, drafted press releases, and transcribed stakeholder input.
- Possess exceptional written and verbal communication skills.
- Be proficient with using Macintosh computers, Microsoft Office Suite and page layout graphics programs.
- Be able to coordinate with their supervisors and peers, follow directions, and perform services within the time and budget allotted.

Applicants must own a reliable vehicle and/or have a valid California driver's license. Spanish language skills are a plus.

To be considered for this position applicants are required to submit in a pdf format the following: resume, cover letter, 3 professional references, and 1 writing sample (no longer than 3 pages in length) that describe the services the applicant has provided in her/his previous employment. Please submit complete applications to: DebbieL@collaborativeservices.biz. Incomplete applications will not be considered. Salary is commensurate with skill level and experience. Collaborative Services, Inc. is an equal opportunity employer.

View our web site: <http://www.collaborativeservices.biz>