



JOB OPENING

Volunteer Board/Committee Liaison

Salary Range: \$15.00 to \$22.62 per hour

Part Time, Non- Exempt

Closing Date: Open Until Filled

Reports to: Director, Communications & Community Affairs

Summary

This position is responsible for serving as a liaison for Town volunteer boards and committees.

Essential Duties:

- Manages meeting logistics, including but not limited to arrangements for meeting and program rooms, audio visual, in accordance with scheduled deadlines.
- Provide administrative support, coordinate distribution of agenda, meeting minutes, correspondence, and committee financials.
- Collaborates with committee to set strategic direction, advance the committees mission, and ensure programs and/or activities are planned and implemented.
- Assists in the planning, organizing, tracking, and promoting of activities for the Committees.
- Attends and participates in Committee meetings, events, and activities.
- Maintains records and prepares reports.
- Responsible for having complete knowledge of committee rules and regulations passed by the Town Council.
- Work directly with Town Administration and community groups, agencies to develop, implement, and promote programs and to monitor and evaluate the effectiveness of programs.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of Microsoft Outlook and Office Products
- Ability to rapidly acquire considerable knowledge of the local municipality and procedural regulations applicable to the Town
- Ability to communicate effectively both orally and in writing.
- Ability to manage multiple projects in an efficient and professional manner.
- Ability to plan, organize and perform work independently.
- Ability to establish and maintain effective working relationships with coworkers, vendors, and the public.
- Ability to develop and maintain effective public relations
- Excellent organizational skills

Minimum Requirements:

- A bachelor's degree preferred or working towards a degree in Public Administration, Journalism, Marketing, Communications, or related field. The position requires the applicant to have the ability to rapidly acquire



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considerable knowledge of the local municipality and procedural regulations applicable to the Town. Applicant must possess excellent organizational skills.

- A minimum of one year's work experience in marketing, public relations, or public affairs is preferred. Previous government experience, desirable, but not required.
- The position also requires the applicant to have the ability to rapidly acquire considerable knowledge of the local municipality and procedural regulations applicable to the Town.
- Previous experience working with volunteers, desirable.
- Applicant must have the ability to predominantly work evening and weekends, as needed – Position is 20 hours per week.

The Town of Miami Lakes is an Equal Opportunity Employer and Drug Free Workplace.

To apply: Please forward a resume and letter of interest to the Town of Miami Lakes via email: Jobs@miamilakes-fl.gov. Individuals with disabilities requiring accommodations must contact the Human Resources Department by calling (305) 364-6100.

Approved: 08/15/2024