

**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY (MDHA)
HUMAN RESOURCES DIVISION
EMPLOYMENT OPPORTUNITY**

MDHA is a non-profit, public agency serving Nashville and Davidson County. Its mission is to create affordable housing opportunities for Nashvillians, nurture our neighborhoods and build a greater downtown.

All persons desiring to be considered for available positions should submit a resume and application to:

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY

HUMAN RESOURCES DIVISION

701 South Sixth Street, P.O. Box 846

Nashville, Tennessee 37202

Fax - (615) 780-7019

www.Nashville-MDHA.org

Personnel@Nashville-MDHA.org

All applicants will be required to submit an Agency application regardless of whether a resume is submitted or not. MDHA application is available at www.Nashville-MDHA.org. Upon reviewing all applications submitted for job openings, the Human Resources Office will notify those applicants who are selected for personal interviews. Applicants selected for a position must successfully pass a pre-hire physical examination and drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace.

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:

**POSITION: COMMUNITY ENGAGEMENT MANAGER (Contract)
SALARY: \$62,833-\$81,683**

JOB OBJECTIVE: Under direction, participates in the dissemination of information and/or implementing public relations for the Metropolitan Development and Housing Agency. Performs related duties as required.

REQUIREMENTS: Bachelor's degree in public relations, communications, marketing, business administration or a related field and three (3) years of relevant experience in the fields of public relations, communications, or community outreach. Preference will be given to applicants with experience in working with organizations similar to MDHA.

Candidates with accreditation earned in foreign institutes are encouraged to apply

ESSENTIAL JOB DUTIES:

- assists the Director of Recapitalization or his/her designee with planning, development and promotion of master planning activities related to the redevelopment of MDHA public housing sites;
- manages community meetings for the "Envision" program;
- assists in the development and execution of MDHA's "Envision" communication and marketing strategy;
- deals with the general public in providing information about the Agency and its programs and activities;
- coordinates with divisions of the Agency and departments of the Metropolitan Government and with federal, state and quasi-public agencies, consultants, elected officials and supervisors;
- participates on various committees and task forces as assigned by the Director of Recapitalization;
- represents the Executive Director and/or the Director of Recapitalization when assigned to do so;
- attends and participates in community meetings and civic programs;
- implement meetings, surveys and other ways of communicating with the community, and receive feedback from the community about "Envision" master planning and redevelopment of sites;
- attends community meetings on behalf of MDHA to hear community feedback on redevelopment, and provide information;
- identify, initiate and deepen relationships with various community stakeholders;
- carries out other duties as assigned.

EQUIPMENT USED: General office equipment and automobile.

SUPERVISION EXERCISED: May supervise the work of a small staff as assigned by the Director of Recapitalization

ABILITIES REQUIRED: Ability to communicate effectively in all forms of information media with the public, with residents of MDHA housing, with the Board of Commissioners and with departments and agencies of the Metropolitan Government; ability to speak effectively in public to large groups and with the news media; ability to plan, organize and direct various public relations programs; ability to establish and maintain effective working relationships with members of the press and news media, and public and private entities; ability to write clearly and understandably; ability to work under tight deadlines; strong organizational skills, especially in the area of collaborating with Metropolitan Nashville agencies on organizing events and announcements; ability to effectively write speeches, position papers, talking points, memos, articles, and annual reports; ability to analyze data on web traffic and make recommendations on utilizing social media in communications strategies; ability to conduct research and prepare reports as assigned by the Director of Recapitalization through knowledge of the principles, practices, laws and regulations pertaining to the publication of information; knowledge of programs and activities relating to urban and community development, public housing, rental assistance, affordable housing, commercial revitalization, and the policies and procedures of MDHA; awareness of Nashville and Middle Tennessee regional media; working knowledge of social media, primarily, but not limited to Facebook as well as Twitter and other web applications; working knowledge of photography and photographic equipment; ability to implement a strategic communication, public relations and public information campaign in support of MDHA's long range goals; willingness and mental and physical abilities to perform the duties involved in this classification. Ability to perform work with or without an accommodation that requires sitting, standing, and walking, dexterity of hands and clarity of vision, speech and hearing and powers of observation; other physical duties as required.

LICENSES REQUIRED: Valid Tennessee Driver's License.

LAST DATE FOR ACCEPTING APPLICATIONS

Tuesday, May 2, 2017 at 3:00 p.m.

TDD#252-8599

To request a reasonable accommodation or assistance with language interpretation
Contact: 252-8550

