

Community Relations Liaison /Project Coordinator

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY (MAPA)

The Metropolitan Area Planning Agency (MAPA) seeks resumes from qualified individuals who are inspired by the future and what it could be and want to be part of a team to help shape it. Consider joining us by acting as the Community Outreach Liaison/Project Coordinator for MAPA and the Heartland 2050 Vision.

Specific areas of work include: execution and follow-through including project management, meeting new people and winning them over, creative problem solving and finding alternative ways to succeed, relationship building through strong personal and presentational communication, serving as a connector while seeking opportunities for collaboration, and a firm commitment to ensuring all individuals and communities have full and equal access to opportunities that enable them to attain their full potential.

MAPA is the Council of Governments serving a six-county MAPA region (Cass, Douglas, Sarpy and Washington Counties in Nebraska and Mills and Pottawatomie Counties in Iowa). MAPA performs work related to planning, community development, and transportation and other issues of regional significance.

Heartland 2050 is a long-range vision for the future of the Omaha/Council Bluffs metro area. In the coming years, the region will experience dramatic demographic changes and face increased challenges related to the workforce. The Heartland Vision addresses these issues through collaborative leadership, a quality growth strategy for transportation and housing, and an eye toward improved access to opportunities for all.

ESSENTIAL JOB DUTIES

- Act as project manager for Heartland 2050 Implementation Committees and work groups.
- Provide facilitation and support.
- Work with Heartland 2050 stakeholders to prioritize goals and activities and identify funding opportunities for implementation.
- Facilitate Heartland 2050 action teams to execute projects and initiatives.
- Represent MAPA at community meetings and connect Heartland 2050 strategies to community-based projects.
- Coordinate with MAPA staff to enhance public outreach and participation. Commit to listening to underrepresented and marginalized populations to ensure all voices are included in the planning process.
- Identify opportunities for partnership with cities, counties, states and other stakeholders in public participation.
- Establish strategic partnerships and collaborations to further the Heartland 2050 vision and initiatives.
- Ensure that equity is a regional goal and that progress towards this goal is measured in MAPA's planning work. Coordinate the development of an organizational equity assessment to be conducted annually.
- Assist in identifying opportunities to include robust representation from communities of color in MAPA Boards, committees, stakeholder groups.
- Assist with creating and maintaining a comprehensive communications strategy for Heartland 2050.

- Assist with Heartland 2050 events, to include the Summit, Speaker Series, and Learning Site Visits.
- Must be able to work independently with good time management and organizational skills.
- Good written and verbal communications skills and ability to work effectively with internal/external customers required.
- May perform other related duties as required and assigned.

POSITION REQUIREMENTS

- Bachelor's degree in Urban Studies, Communications, Planning, Public Administration, Public Relations or similar program preferred and/or equivalent experience.
- Minimum of 2-5 years program management and facilitation experience.
- Technology of Participation (TOP) Facilitator and IAP2 certifications preferred.
- Knowledge of the practical application of the principles, practices, and techniques of regional planning and planning research.
- Knowledge of the administration and organization of the various governmental units within the MAPA area.
- Knowledge of the regulations, standards and procedures that relate to planning and community and economic development, committee facilitation and project management.
- Experience in community development/economic development as a community organizer
Ability to coordinate all phases of a specific program with other programs of MAPA, consultants and others.
- Ability to establish and maintain effective working relationships with elected and appointed officials, public and private agency employees, groups interested in planning, diverse populations, and the general public, as well as fellow employees.
- Highly organized individual who takes pride and ownership of work.
- Outstanding interpersonal communication skills.
- Outgoing personality who enjoys working with/helping people.
- Ability to work well as a team member.
- Skills in Google Apps for Business, Microsoft Office, Zoom, (or other virtual platforms).
- Knowledge of Wordpress preferred.

MAPA reserves the right to hire at an appropriate level and duties may be adjusted to fit the candidate's qualifications. Salary Range: \$50,000 - \$75,000. MAPA is an Equal Opportunity Employer (EOE). Position will remain open until filled.

Job Type: Full-time

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