

FAMPO PUBLIC INVOLVEMENT/ TITLE VI COORDINATOR I

ABOUT THE POSITION

Under supervision by the Supervisor, the Public Involvement/Title VI Coordinator develops and implements programs that communicate and enhance the exchange of information and ideas between all members of the Region, including the area's social, economic, racial, and ethnic groups as well as the decision makers involved in each of the metropolitan transportation planning and programming areas. The employee must have the ability to design and write clear communication pieces for a variety of audiences and effectively leverage existing and new communication tools and technology. The employee must exercise independent judgment and initiative and must be able to establish and maintain effective working relationships with city/county staff, elected and appointed officials, media, other government organizations, civic groups and the general public. At times, the Public Involvement/Title VI Coordinator may be asked to assist with more typical transportation planning tasks such as data collection, analysis, and participation in drafting planning documents.

Responsibilities and Duties

- Implements, evaluates and seeks to continually improve FAMPO's Title VI, Environmental Justice and Limited English Proficiency Plans
- Collaborates with the GWRC Executive Director to ensure the GWRC Title VI and Nondiscrimination Plans appropriately address and comply with nondiscrimination regulations and procedures set forth in federal guidance
- Designs and implements external marketing and communications programs, promoting awareness of organizational goals, objectives, and public engagement opportunities
- Develops and manages public involvement opportunities, as well as community engagement activities for updates to major metropolitan planning documents such as the Long-Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Community Engagement and Equity Plan (CEEP), and Unified Planning Work Program (UPWP)
- Develops informational, marketing and promotional materials including social media posts and ads, brochures, fact sheets, mass emails and webpages
- Coordinates FAMPO presence at public events, including information tables and distribution of posters and flyers
- Working with the FAMPO Administrator, or designated leadership staff coordinates communication with the news media by preparing press releases, communicating public announcements, and responding to media inquiries where appropriate
- Helps ensure FAMPO staff and committees follow FOIA requirements that pertain to committee operations and public communication; tracks FOIA requests and responses
- Prepares a variety of reports and other written materials, in coordination with the FAMPO Administrator and the GWRC Executive Director, including annual reports, updates to federally-required public involvement and nondiscrimination plans, and quarterly administrative reports as they relate to the Metropolitan Planning Organization (MPO)
- Maintains and improves the Metropolitan Planning Organization's (MPO) website for accuracy and availability of information, updating and implementing changes as needed

- Maintains a central email account responding to inquiries and requests in a timely manner and/or referring correspondence to appropriate staff
- Maintains an email database/central email account for rural transportation responding to inquiries and requests in a timely manner and/or referring correspondence to appropriate staff
- With oversight from the FAMPO Administrator, maintains FAMPO's social media platforms
- Posts and disperses FAMPO Committee agendas for committees and maintains email databases for each committee
- Assesses the MPO's communication needs and evaluates the effectiveness of communication programs
- Assist with a FAMPO Committee if directed by the FAMPO Administrator
- Educates and trains FAMPO staff about their responsibilities under Title VI, Environmental Justice, and Limited English Proficiency requirements
- Performs other related duties as required

JOB QUALIFICATIONS

Required

- Any combination of education and experience equivalent to a Bachelor's Degree and one year of experience or a Master's Degree
- Proficiency in Microsoft Office Suite, Adobe Creative Suite and WordPress
- Experience with Content Management Systems and Client Relationship Software
- Ability to work with all populations regardless of race, sex, national origin, disability, age, color, or income
- Ability to proactively enhance the planning process through creative and innovative public engagement initiatives
- Ability to travel to and from offsite meetings and outreach events

Preferred:

- Prior experience in managing Public Participation Plans and Title VI/Environmental Justice programs
- Knowledge of applicable federal regulations related to Title VI, public involvement, Environmental Justice, and Limited English Proficiency
- Experience in civic engagement and/or leadership and management skills in community building
- Knowledge of transportation planning policies and practices
- Prior experience with an MPO or other planning organization

COMPENSATION

Hiring range prior to July 1, 2024: \$58,155-\$63,971

Anticipated hiring range on or after July 1, 2024: \$60,190-\$66,209

Excellent benefits, including:

- Health insurance (medical, dental, vision and prescription)
- Retirement through the Virginia Retirement System (VRS)
- 13 paid holidays
- Paid annual and sick leave
- Flexible scheduling and telework options after a probationary period
- Career development opportunities
- Employee assistance program
- Life Insurance
- Short- and long-term disability insurance
- And more

Job Type: Full-time. FLSA Exempt

TO APPLY

Please email a résumé, cover letter, and 3-4 references to careers@gwregion.org. Position is open until filled.

ABOUT GWRC AND FAMPO

The George Washington Regional Commission (GWRC) is the designated planning district commission for Virginia Planning District 16, which includes over 360,000 people in five jurisdictions. Planning District 16 is the fourth-largest and fastest-growing of the Commonwealth's 21 planning districts. GWRC is responsible for encouraging and facilitating local government cooperation in addressing, on a regional basis, problems of greater than local significance. GWRC's current areas of focus include economic development, environmental services, housing and community health, transportation demand management, and rural and urban transportation planning. GWRC is the staffing and fiscal agent for the Fredericksburg Area Metropolitan Planning Organization (FAMPO).

FAMPO is a federally-mandated Metropolitan Planning Organization (MPO) that is responsible for making sure federal dollars spent on existing and future transportation projects and programs are based on a continuing, cooperative and comprehensive transportation planning process. Committed to meaningful public engagement throughout the process, FAMPO is responsible for establishing priorities to meet short-term (next six years) and long-term (20+ years) multimodal transportation needs in the FAMPO Region (Fredericksburg, Spotsylvania County and Stafford County).

The George Washington Regional Commission is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or genetic information.