



**City of Salisbury
Housing & Community Development Department
Community Relations Manager**

Full-time (40 hours)

\$45,439 - \$50,168 Annually

Full Range of Benefits

Essential Functions: The Community Relations Manager will utilize City funds and resources to research, develop, implement and evaluate diverse proactive community engagement initiatives as well as youth and family programming. Effectively manage community relations by identifying and cultivating relationships with neighborhood leaders, community partners and stakeholder groups. Supervise a team of full time, part-time and/or volunteers while providing strategic vision for programming at the City's two community centers.

Requirements: Directs the supervision of staff and volunteers assisting with community engagement and youth programming including but not limited to; Hiring, Training, Development and Evaluation. Provide strategic programming vision for Newton Street and Truitt Street Community Centers. Budget for and manage annual allocated funds to community centers, neighborhood relations initiatives and programs. Create and negotiate contractual agreements, Memorandums of Understanding and Requests for Proposals using approved City policies and procedures; Assist the Housing and Community Development Department with neighborhood revitalization efforts established by the Director and the City of Salisbury Administration; Identify and research possible grant revenue sources as determined by but not limited community development needs.

Education and Experience: Bachelor's degree required; minimum of three, five preferred years' experience in community outreach, youth and family programming and event planning or a combination of training, education and or experience and a valid Driver's license.

Closing Date: Open Until Filled

Apply: Online at www.salisbury.md/apply upload a detailed resume and a copy of your current driving record.

City of Salisbury Human Resources Dept., 125 N. Division St., Salisbury, MD 21801

410-548-1065 Fax: 410-548-3748

Web site: www.salisbury.md

E-mail: jobs@salisbury.md

EOE

