

Mitchell BIA Job Description

15 to 30 hours a month

The Community Relations Coordinator is responsible for supporting and executing overall communications efforts, working closely with appropriate Mitchell BIA and its business partners, as well as external contacts and various vendors.

Duties include and are not limited to:

- Responsible for the maintenance of the business database.
- The position is also responsible for assisting with the full implementation of the minutes and agenda for Mitchell BIA.
- Help build and grow membership within the Mitchell BIA
- Serve as the go between person for online communications activities, including the organization's Web site, e-communications, community-building activities, and outreach.
- Develops and implement a plan for using modern communications vehicles, social marketing.
- Maintains positive media relations within the community. Actively promote successes and programs to media contacts.
- Assist, organize and preparation of Mitchell BIA Special Events
 - Garage Sale Day, Corn Daze, BIA Buck
 - Look into Gala Appreciation Dinner for Businesses

This position pays \$20.00 an hour

Payment will be made to the PCVA who will be overseeing this person, hiring them, and following up with them to make sure the jobs are complete and accurate.

Signed By:

Signed By:

Steve Walkom

Cathy Bieman

President Mitchell BIA

General Manager PCVA