

Title: Public Involvement/Community Outreach Associate

Firm: Cox|McLain Environmental Consulting, Inc. (CMEC) (www.coxmclain.com)

Location: Irving or Houston preferred (possibly Austin)

Job Description: CMEC is seeking an organized, resourceful, and detail-oriented Public Involvement/Community Outreach Associate to join our team. Duties will include planning and implementing public involvement events for CMEC clients statewide, primarily relating to transportation projects. The Public Involvement/Community Outreach Associate will coordinate logistics, prepare notices, draft explanatory material, respond to comments and questions from the public, and coordinate with stakeholders. Qualified candidates may also contribute to business development, proposal preparation, and marketing efforts. Compensation will include a competitive salary, bonus incentive program, and benefits package (health insurance, vacation, profit sharing, etc).

Qualifications: Essential Qualifications:

Candidates should have a background in the communications or marketing field, including project or account management. Successful candidates must be able to work in a fast-paced environment with the ability to handle several simultaneous assignments. We are seeking a professional with strong writing and interpersonal communication skills who can effectively communicate with our team, our clients, and the public. Experience with transportation projects is preferred. Responsibilities may occasionally require working at evening events after normal business hours. This position is ideal for an ambitious professional who is seeking career growth and the challenge of growing with a dynamic company.

Experience Required:

- 3+ years of experience in communications, public involvement, community outreach, marketing or related field;
- Prior experience with public outreach and community engagement, including:
 - Scheduling, coordinating logistics, and attending community meetings
 - Exhibit and collateral material preparation
 - Developing and maintaining contact lists
 - Documenting and responding to public comments
- Position requires the flexibility to travel within Texas and Oklahoma; occasional evening hours;
- Excellent writing/communication skills;
- Attention to detail;
- Commitment to quality and professionalism;
- Experience with graphic design software a plus; and
- Bilingual (English/Spanish) a plus.

Education Required:

- Undergraduate degree plus at least 3 years of relevant experience

If you are interested in a challenging and rewarding opportunity with a growing firm, please e-mail (PDF or WORD) a cover letter, resume, and contact information for three references to jobs@coxmcclain.com. CMEC is an Equal Opportunity Employer. Specify Public involvement/Community Outreach Specialist in the Subject Line.