

NOW HIRING: Community Relations Manager



The Fort Myers Beach Fire Control District “District” is a thriving organization located on the Southwest Florida Coast. The District is an international tourist destination with approximately 10,000 full-time residents calling Fort Myers Beach home year-round. The District’s population swells to over 40,000 when seasonal tourists and part-time residents converge on our sandy shores for 6-9 months a year. The District is a diverse, unique, and picturesque beachside community that is looking for Community Relations professional to join our team.



Our new Community Relations Manager will need to love people, enjoy interactions with the community, and have a passion for helping through education, training, and dissemination of information. Our new Community Relations Manager will be the face of our organization; as such, they will need to be able to provide a professional presentation to a variety of community groups, business groups, elected officials, and partnering agencies. The Community Relations Manager will need to

have a strong background in communicating with the public and possess Business Acumen, along with a healthy dose of political astuteness.

The **Community Relations Manager** will work directly for the Fire Chief, creating opportunities for the District and its Board of Fire Commissioners to interact with our community. The Community Relations Manager will build relationships with numerous media partners and provide critical information to our community through on-scene media interviews, social media, telephone, and written communications.

This is a great opportunity for a person who enjoys people and understands the importance of marketing governmental services to the community. This is also a wonderful opportunity who would like the opportunity to impact communities’ overall health and safety through information sharing and education.

There are many reasons why experienced Community and Public Relations professionals should consider this position:

- Take home District Vehicle if living within Lee County
- Flexible working schedule
- A team environment that focuses on people and collaboration, not processes and red tape

- A place where the results of your work and effort are recognized and appreciated

The Community Relations Manager works and represents the Office of the Fire Chief; therefore, the right person will reflect the Fire Chiefs' leadership and communication style, which focuses on problem-solving and people. The Community Relations Manager will be part of the District's Administrative team, which is small but mighty, the Administration team works within their assigned responsibilities, but all members are expected to function collaboratively as one team. Everyone is expected to work together to meet our Mission to serve the community and support Emergency Operations.

ROLE & RESPONSIBILITIES

Here are a few of the key responsibilities of the Community Relations Manager:

- Plans, develops, coordinates, and administers community engagement programs
- Develops, implements, and manage media partner relationships
- Establishes District standards for public information, publication, and community communications
- Manages, distributes and creates social media content
- Works across organizational boundaries to plan, coordinate, and administer public programs
- Develops and administer a District Marketing plan
- Direct engagement with community groups, attends a variety of events representing the Office of the Fire Chief

For a complete list of job responsibilities, working conditions, and physical activities, please review the District's Community Relations Manager Job description.

Minimum Job Qualifications:

- Bachelor's degree from a regionally accredited university with a major in communications, public relations, marketing, public relations, or:
- Associate's degree from a regionally accredited university in communications, public relations, marketing, public administration, or a closely related field, and five (5) or more years of direct work experience in a comparative position.
- Three (3) years of progressively responsible full-time paraprofessional or higher experience in public relations, training, education, community outreach, and engagement activities, including one (1) year in a supervisory capacity.
- Must possess a valid Florida Driver's License within 30 days of being hired

Additional Licenses, Certifications, and Other Requirements

- Incumbents will be required to work evenings, nights, weekends, holidays, and during declared times of natural disasters.
- When not on scheduled leave, the incumbent will be required to maintain consistent availability via telephone, text, or email.

- Applicants claiming veterans' preference must submit a DD214 form or documentation of active or reserved duty status at the time of their application.

Preferred Qualifications:

- Master's Degree from a regionally accredited university with a major in communications, public relations, marketing, public administration, or a closely related field and/or;
- Bachelor's Degree in one of the disciplines above with at least five (5) years of direct work experience in a substantially similar position and/or;
- Associate's Degree in a closely related field with at least ten (10) years of direct work experience in a substantially similar position.
- Five (5) or more years in a Public/Relations/Community Engagement roll in a governmental organization.
- Previous Fire Service and Community risk Reduction experience
- Associate's Degree in a closely related field with at least ten (10) years of direct work experience in a substantially similar position

SELECTION PROCESS

- Top candidates will undergo a computer-based assessment of administrative skills, a grammatical assessment, and writing ability.
- Well-qualified candidates will be invited to participate in an in-person interview panel

Background Investigation

Psychological exam, drug screening, Polygraph, and extensive background investigation will also be required of selected candidates being considered for hire.

BENEFITS

The District offers a competitive benefits package and market-driven wage range for all positions; some of the benefits associated with this position are as follows:

- This position is part of the Florida Retirement System (FRS) Regular Classification
- Group Health, Vision, and Dental Insurance with generous District provided dependent coverage options
- Tuition and education assistance after one (1) year of employment
- Take home District Vehicle
- Cancer insurance coverage
- Paid Time Off

Wages

The starting wage for this position is \$95,000.

Application Process

Applications are available online at www.fmbfire.org.

Applications must be filled out completely to include any identified supplemental information. Incomplete applications will not be accepted. The position may remain open until filled, however, the first round of applications must be received by **4:00 pm Eastern Standard Time on December 9, 2022**. Submittal of applications can be via e-mail or US Postal Service (or equivalent) or in person. To submit your application online, please send your completed application with any required documents and supplemental documentation to Apply@fmbfire.org.

The organization will screen applications as they are received and notify the candidate of receipt. All application information will remain confidential, and references will not be contacted until finalists are chosen, except where the law prohibits it. All dates are subject to change.

*Further date notifications and schedules will be made after the application.
Persons needing accommodation to apply should contact our Human Resource Department at 239-590-4200.
Equal Opportunity Employer/Drug-Free Workplace/At-Will Employer/Veterans Preference*