

**Community Relations Manager
Bismarck Parks and Recreation District**

As the Community Relations Manager for the Bismarck Parks and Recreation District (BPRD), you will work with a team in the administration of BPRD by developing and maintaining positive relationships with employees, volunteers and the community. You will perform duties relative to marketing and community relations, including research and writing, develop and coordinate the community relations functions of BPRD such as public information communication, media relations, marketing and customer service, and you will assist with revenue enhancement, including facility and special event sponsorships, endowment contributions, and capital campaigns.

In order to qualify, you must have a bachelor's degree in a field related to the job description, three years' experience in communications, public relations, marketing or related area, exemplary written, oral and listening communication skills, proficiency in Microsoft Office Products (Word, Excel, and Outlook), and knowledge of databases and Google/social media applications. Experience with customer interaction, in person and over the phone, a valid driver's license and the ability to lift a minimum of 30 pounds alone or heavier lifting with other employees are also required. You must also be able to pass a background check and drug/alcohol screening.

Preferred qualifications include additional education, years of experience or certifications related to the job description, experience in media relations, fundraising, policy development, research techniques and strategies, strategic planning, presentation skills, and/or working for a policy making governing board.

Starting bi-weekly salary range is \$2,475 - \$3,000 and will include the standard full-time employee benefits of the Bismarck Parks and Recreation District.

Cover letter, Park District application, and resume must be received by 5:00 pm on February 12, 2021 or until the position is filled. Please submit information to Bismarck Parks and Recreation District, ATTN: Human Resources, 400 East Front Avenue, Bismarck, ND 58504.

The job description and application can be viewed and obtained at the Park District office or at www.bisparks.org.

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