

GENESEE COUNTY ROAD COMMISSION
Administrative Offices
Department of Human Resources



**JOB POSTING
OPEN TO THE PUBLIC**

COMMUNICATIONS COORDINATOR

Genesee County Road Commission (GCRC), Flint, Michigan, seeks a Communication Coordinator. Under the general direction of the Managing Director or its designee, performs a variety of tasks related to servicing the communications needs of all internal and external customers; acts as a liaison between agency stakeholders and GCRC internal departments. Provides public relations, community engagement and communications support to the full organization with a professional and positive attitude. Develops and implements communication strategies, campaigns and programs, to enhance employee and public awareness of the GCRC's positive role in the community and the state.

This position requires a Bachelor's Degree with a major in Communications, Journalism, Public Administration, Planning, Political Science or related field from an accredited institution, Master's Degree preferred. Must possess a minimum of three (3) years in Public and Community Relations, at least five (5) years of administrative experience and a valid Michigan Driver's License.

Salary range \$54,529 - \$62,676, with comprehensive benefit package including, but not limited to, Medical/Dental/Vision Insurance, Life Insurance, paid holidays and vacation, pension and deferred compensation. Please email resume to rmullin@gcrc.org or mail to Rachel Mullin, Genesee County Road Commission, 211 W. Oakley Street, Flint, Michigan 48503. Resumes will be accepted through September 24, 2021. EOE
