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## **STAKEHOLDER ENGAGEMENT COORDINATOR**

Drago Vantage, LLC is currently initiating a search for a Full-Time Stakeholder Engagement Coordinator. You would be a part of a growing organization that meets our clients' objectives and solves their challenges.

### **PRIMARY RESPONSIBILITIES**

- Implement effective stakeholder outreach strategies for high profile projects.
- Create, edit, and produce documents and social media content.
- Take initiative and ownership of public involvement tasks and guide the project team to develop effective strategies to solicit feedback and input from the public.
- Facilitate and organize virtual and in-person open houses, workshops, public hearings, neighborhood meetings, ground breakings, ribbon cuttings, workshops, and other public events.
- Prepare talking points, multi-media presentations, newsletters, public exhibits, display boards, meeting summaries and documentation.
- Work closely with clients to ensure communications alignment with agency.
- Attend virtual and in-person external project, agency, and community meetings.
- Assist with the development and implementation of public involvement plans.
- Produce and maintain stakeholder databases and lead stakeholder issues identification.
- Interact in a clear and concise manner with a variety of diverse audiences.
- Performs other duties as assigned or required by Drago Vantage, LLC. and our clients

### **REQUIRED QUALIFICATIONS**

- 3+ years of experience in public policy/marketing/public involvement or related field.
- Bachelor's degree in communications, public relations, marketing, or a related field
- Ability to work well with the public and interact effectively with all organizational levels, including agency staff, senior management, executive leadership, board members, community leaders, and city/county/state representatives.
- Excellent verbal, writing, and presentation skills
- Ability to work independently and interdependently.
- Ability to work beyond standard business hours.
- Strong time management skills and high attention to detail
- Strong computer skills, including experience with Microsoft Office, Word, Excel, Outlook, Adobe In-Design, Photoshop, and PowerPoint.
- Exercise responsible and ethical decision-making regarding company funds, resources and conduct and adhere to Drago Vantage, LLC's Code of Conduct and related policies and procedures.
- Proven track record of upholding workplace safety and ability to abide by Drago Vantage, LLC's health, safety and drug/alcohol and harassment policies.

### **LOCATION:**

Sacramento region in a hybrid workplace.

If you are interested in applying for the above position, please email your resume to [Melanie Boyd](mailto:Melanie.Boyd@dragovantage.com) with Resume for *Stakeholder Engagement Coordinator* in the subject line.