



COMMUNITY RELATIONS COORDINATOR

REPORTS TO: ADMINISTRATIVE SERVICES MANAGER
STATUS: FULL-TIME, FLSA NON-EXEMPT
CLOSING DATE: OPEN UNTIL FILLED | PERIODIC REVIEWS
INITIAL REVIEW DATE: FEBRUARY 17, 2026
WAGE RANGE: \$37.67 - \$55.75 PER HOUR

◆ Integrity ◆ Trust ◆ Common Truth ◆ Respect ◆ Compassion ◆

POSITION OVERVIEW

Under the Administrative Services Manager's direction, this position promotes the use of Grant Transit Authority to the public through strategic marketing programs; coordinates ridership and community outreach projects and programs; administers Agency website and social media; performs activities related to all marketing and Agency promotions, including public informational and on-bus communication materials; develops and promotes Agency communication and branding, both internally and externally; establishes and maintains community partnerships; and directs organizational participation in community events. Individual must perform duties and responsibilities in a timely manner with a superior level of customer service, professionalism, organization, minimal supervision, confidentiality, and independent judgment. The Community Relations Coordinator is a core member of GTA's team and plays a critical role in ensuring that all applicable programs, procedures, and services promote, support, and advance GTA's mission, vision, values, and culture.

ESSENTIAL DUTIES AND RESPONSIBILITIES (non-inclusive list)

- Coordinates community outreach activities, including marketing programs and campaigns, site-based promotions, special events, sponsorships, and cross-promotions. Coordinates with local jurisdictions, partner agencies, press and advertising contacts, and community vendors and partners. Represents the Agency at community events.
- Analyzes marketing programs and adjusts strategy and tactics to increase effectiveness; ensures all activities are aligned with the overall Agency vision and values.
- Administers the Agency website and oversees the creation and posting of content. Monitors functionality and response and keeps content current.
- Administers the Agency's social media sites and new media for the Agency, supporting rider, public, and business communications and constituent relations.
- Produces a variety of materials for marketing purposes to both English and non-English speaking audiences, for both internal and external use, including but not limited to: advertisements, newsletters, flyers, posters, signage, brochures, photos, videos, and web-based outreach media; drafts press releases and assists with the publications and communications.
- Plans promotions and events by identifying, assembling, and coordinating requirements; establishes contacts; develops schedules and assignments; coordinates mailing lists.
- Responsible for Agency community liaison duties, including advocating Agency plans, goals, and objectives; thoroughly answering public inquiries and questions; and conducting informative and effective community presentations.
- Performs community outreach and travel-trainer functions, educating new riders and/or members of the community on pertinent route and system information, conducts ride-along tours, and performs any other applicable duties necessary to assist and/or inform members of the public.
- Performs duties in support of continuous growth and forward-thinking vision.
- Establishes, maintains, and supports effective and respectful working relationships; gives and accepts constructive feedback; and supports a safety culture agency-wide.

MINIMUM QUALIFICATIONS (non-inclusive list)

- Bachelor's degree in marketing, economics, sociology, public and/or business administration, or closely related field, and/or equivalent relevant experience, which is deemed, per management discretion, to have provided the same level of knowledge and skill, including three (3) years of increasingly responsible experience that produced broad knowledge of marketing and community-driven strategies, concepts, and practices.
- Strong computer skills, including Microsoft Office and Adobe, and hands-on experience with digital marketing tools, social media platforms, graphic design, and content creation skills.
- Superior performance and work history; relevant leadership and decision-making skills; and solid business acumen, community-oriented, and communication skills.
- Current and valid Washington State Driver's License with an acceptable driving record or the ability to obtain the license within six (6) months of employment.
- Must maintain an acceptable driving record level throughout employment, which will be monitored by periodic reviews of the Motor Vehicle driving profile.
- The standard work schedule is generally a variant of 8:00 a.m. to 5:00 p.m., Monday through Friday, totaling forty (40) hours per workweek, with occasional overtime as required. The position requires flexibility to attend evening and weekend meetings and events, and to work varying hours and days, including occasional weekend and holiday work, as needed. Reliable transportation to and from assigned work locations is required.

COMPENSATION AND BENEFITS

- Wage Range: \$37.67 – \$55.75 DOE/DOQ
- FLSA non-exempt with an expectation of forty (40) hours per week; it may include weekends and nights as needed.
- Medical/Dental/Vision/Life/AD&D/LTD (administered through PEBB)
- Public Employees' Retirement System (PERS)
- Paid Time Off, including Paid Holidays

HOW TO APPLY

Interested and qualified candidates must submit a completed application, cover letter, and resume electronically via email to: **jobs@granttransit.com**.

Or via mail to:

**Grant Transit Authority - Attn: Human Resources
PO Box 870, Moses Lake, WA 98837**

For complete position details and application, please visit: www.granttransit.com. Indirect submissions and/or incomplete application packets will not be considered.

CLOSING DATE

Interested and qualified candidates are strongly encouraged to apply by **February 17, 2026**.

Open Until Filled - **subsequent reviews are not guaranteed**.

*Application materials must be received by the Grant Transit Authority by the deadline to be included in the review.

Grant Transit Authority is an equal opportunity employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veteran status, disability status, sexual orientation, or any other basis prohibited by federal, state, or local law. Please let Grant Transit Authority know if you need accommodations in order to participate in the application process.