



Job Opportunity Agency and Community Relations Specialist

The Productive Living Board (PLB) partners with 35 agencies that provide Community and Employment services for people with developmental disabilities in St. Louis County. PLB invests in opportunities that allow individuals to fulfill their potential and live as respected and included members of their community.

PLB is in the midst of building a more collaborative approach to our work and taking a leadership role in connecting our community with needed services. To assist in these efforts we are seeking an Agency and Community Relations Specialist who will be responsible for:

- Community outreach and public relations for IDDHHelp, a regional information and assistance service
- Cultivating and maintaining professional relationships with funded agencies, community partners, and other stakeholders
- Developing, implementing, and managing a practicum student/internship program
- Analyzing and synthesizing partner agency data for the development of funding recommendations for the Board and funding impact statements for the community

This is a highly responsible position and requires someone with the following qualities:

- Excellent written and oral communications skills
- Ability to work independently
- Ability to manage multiple projects
- Positive, enthusiastic, team-oriented

Master's Degree in public policy, social work, special education, human services, psychology, or related field or equivalent is required, as well as a minimum of five years' experience in public policy, social work, special education, nonprofit sector or human services management, with emphasis in program/project management, training, quality review, customer service and supervision.

Those interested in learning more about PLB should visit the website at www.plboard.com

Resumes will be collected through July 19, 2019.

Email resume and cover letter to: employment@plboard.com

EOE