

COMMUNITY RELATIONS POSITION

Stagecoach Transportation Services, a division of Tri-Valley Transit Inc., is a nonprofit rural community transportation provider servicing Orange and Northern Windsor Counties.

Stagecoach currently has an opening in Community Relations. The position title and responsibilities will be dependent on the skills and experience of the candidate. Ideal candidate has a passion for making a positive impact in our community and the qualifications for one of the roles below.

Community Relations Specialist - primary role is to support the Community Relations Manager in marketing, development and public relations efforts. Specific tasks include managing donor database, updating website, maintaining contact list, support town funding requests and customer service.

OR

Community Relations Manager – Responsibilities include oversight, planning, and coordination of the full range of marketing activities, fund-raising, community/public relations, program development and other special projects.

Either Position requires:

- Good oral and written communication
- Computer proficiency in all Microsoft Office programs and InDesign
- Ability to manage multiple tasks in a busy environment
- Problem solving skills and a positive attitude.

Salary commensurate with experience and job responsibilities. Benefits include generous paid time-off, health insurance, disability insurance and voluntary 403b.

Please submit resume and cover letter to:

Human Resources Director
gina@trivalleytransit.org

No phone calls, please
TVT is an AA/EO Employer