



Job Title: Community Affairs Officer

Location: Western Tennessee A&M Trade School

Job Type: Full-time, Permanent

Reporting to: President

Overview:

Western Tennessee A&M Trade School is seeking a Community Affairs Officer to lead and manage the school's community outreach and engagement efforts. The Community Affairs Officer will be responsible for developing and implementing strategies to promote the school's programs and services, engage with community partners, and build relationships with key stakeholders. The successful candidate will have a strong track record of success in community relations, excellent communication skills, and the ability to work collaboratively with a diverse group of stakeholders.

Responsibilities:

- Develop and implement strategies to promote the school's programs and services to the community.
- Build and maintain relationships with community partners, including businesses, civic organizations, and government agencies.
- Serve as a liaison between the school and the community, addressing concerns and issues as they arise.
- Plan and coordinate community events and activities to engage with key stakeholders and promote the school's mission.
- Develop and manage the school's community relations budget.
- Prepare and distribute communication materials, including press releases, newsletters, and social media posts.
- Monitor and analyze community feedback and provide recommendations for improvement.
- Collaborate with the President, academic deans, and other stakeholders to develop and implement strategic initiatives related to community engagement and outreach.
- Foster a culture of excellence, teamwork, and innovation.

Requirements:

- Bachelor's degree in Communications, Marketing, Public Relations, or related field.
- Minimum of 5-7 years of experience in community relations, public affairs, or related field.
- Excellent communication skills, both written and verbal.
- Demonstrated ability to develop and implement community relations strategies and initiatives.



- Strong organizational and project management skills.
- Ability to work collaboratively with a diverse group of stakeholders.
- Knowledge of social media platforms and their use in community outreach.
- Ability to represent the school in a professional and positive manner.
- Strong analytical and problem-solving skills.

If you meet the requirements and are excited about the opportunity to lead a dynamic and growing community engagement team, we encourage you to apply for this position.