



JOB VACANCY ANNOUNCEMENT JVA 17-003

It is the policy of the Marianas Visitors Authority (MVA) to limit hiring to qualified US workers, as restricted by CNMI law, and that equal opportunity be given to all qualified US worker applicants regardless of age, sex or sexual orientation, religion, marital status, political status, veterans status, disability or place of origin. MVA is an equal opportunity employer.

POSITION TITLE: COMMUNITY PROJECTS COORDINATOR II
PAY LEVEL : 12/01 – 12/02
ANNUAL SALARY: \$25,791.918 - \$27,081.513*
LOCATION: Marianas Visitors Authority, Saipan

Opening Date: 03/20/17

Closing Date: 04/03/17 **

**The salary given will be determined by the qualifications of the selected applicant.*

***Applications must be submitted by 5:00 pm at the end of business hours on the closing date. If not filled, the vacancy will be re-announced on a continuing status and applications will be reviewed every two weeks, thereafter, until the search is closed. Deadlines that fall on a non-business day will be extended to the next business day.*

NATURE OF WORK

The Community Projects Coordinator II, under the guidance and general supervision of the Community Projects Manager, plans, develops, administers or coordinates a variety of community and public relations projects, programs, activities and events to attract visitors to the CNMI. The Employee liaises with local community organizations, government agencies and private businesses in assisting with or coordinating community projects and events. The Community Projects Coordinator II may also supervise lower level staff, as assigned.

DUTIES & RESPONSIBILITIES

- Know and uphold the established MVA Mission, policies and procedures, relevant federal and Commonwealth statutes and regulations, and MVA and Community Projects Section goals and objectives.
- Assist the Community Projects Manager in attaining the goals and objectives for the Community Projects Section in line with the MVA Mission and business strategy.
- Assist in identifying and implementing viable community and public relations projects CNMI-wide that will benefit the community members and businesses, and attract and entertain tourists
- Work in close coordination with community organizations, MVA business members and tour-travel partners and government agencies in the planning, development and execution of community projects and events.
- Support various community organizations by participating in their committees and assisting with their events and projects.
- Ensure that all work is performed in an efficient and timely manner, meets MVA and CNMI government customer service standards, and satisfies MVA and client expectations.
- Coordinate, organize and attend meetings involving community groups engaged in community development programs.
- If assigned responsibility for administering the MVA Membership organization and/or coordinating the bi-annual MVA Membership Meetings:
 - Prepare membership renewal letters
 - Prepare and issue membership certificates

- Receive and respond to all membership correspondence
 - Arrange venue for membership meetings bi-annually
 - Send out notices and invitations
 - Perform other necessary preparations
- Assist the Community Projects Manager as liaison for MVA with various departments and community organizations in addressing the CNMI's cultural/historical/beautification needs as it relates to tourism
 - Assist in the inventory of Community Projects Section equipment that is used to support projects and events.
 - Supervise lower-level staff, as assigned, and provide in-service and cross-training to subordinate staff to ensure the progressive development of skills needed to perform their duties.
 - Prepare press releases to notify the community of upcoming events and periodic reports to advise the Managing Director of the Sections accomplishments.
 - Assist other sections within MVA in the conduct of tourism-related projects and events, as required.
 - Perform other duties as may be assigned, including occasional duties normally performed at either a higher or lower position level.

MINIMUM QUALIFICATION REQUIREMENTS:

- Education: Associate's degree from an accredited college or university, or an equivalent additional two years of tourism, hospitality, public relations or community development-related work experience
- Work Experience: Three years of tourism, hospitality, public relations or community development-related or community project coordination experience

OTHER QUALIFICATION REQUIREMENTS

- Writing, organizational and clerical skills required.
- Ability to operate office equipment e.g., personal computer, photocopier, scanner, facsimile and other office equipment.
- Ability to prepare correspondence and make oral presentations.
- Must possess a valid driver's license.

CONDITIONAL REQUIREMENTS

This position is "Non-Exempt" and is eligible to receive overtime compensation pursuant to NMIAC § 10-20.2-340 [Part IV.B16 of the Personnel Service System Rules and Regulations (PSSRR)] and the Fair Labor Standards Act (FLSA).

HOW TO APPLY

Interested persons may contact the Marianas Visitors Authority Office at (670) 664-3200/01. A completed application must be submitted together with the required documents prior to the closing date in order to be considered. A resume may be attached, but **THE APPLICATION FORM MUST BE FILLED OUT IN FULL, OR THE APPLICATION WILL NOT BE CONSIDERED. DO NOT SIMPLY REFER TO AN ATTACHED RESUME.**