

## **TOWN OF BERWYN HEIGHTS POSITION DESCRIPTION**

**TITLE:** Parks Recreation Education & Civic Affairs (PRECA)

**PAY GRADE:** B

**DEPARTMENT:** Government Administration

**STATUS:** Exempt

**REPORTS TO:** Town Manager

Shall attend all Recreation Council meetings and other Town Organizations as needed. Shall also provide assistance to the Recreation Council and other Town Organizations.

Responsibilities shall include, but not limited to:

- Under the direction of the Town Manager, works with the PRECA's Berwyn Heights Council liaison, Town staff, and committee chairs to support each committee.
- Charts and updates the schedule of community engagement activities and ensures that programs have needed technical, and marketing supports.
- Takes a lead role in facilitating activities at the annual Berwyn Heights Day
- Participates in the development of social marketing strategies and messaging.
- As directed, represents the Town with State and County agencies, and non-profit organizations (Department of Natural Resources, the Maryland-National Capital Park & Planning Commission, the Anacostia Trails Heritage Area, etc.)
- As directed, works with local schools and educational organizations to promote educational programs for students.
- Publicizes and/or assists in organizing civic educational programs.
- With the Town Treasurer, address budget questions for individual committees
- Assist with the formation of new Berwyn Heights civic organizations.

Minimum Qualifications:

Any combination of education, experience, and training equivalent to the following:

- High School diploma or equivalent
- Strong communication skills
- Able to manage multiple activities
- First Aid/CPR Certified (or willing to obtain certification within 3 months)

Preferred Qualifications

- A bachelor's degree from an accredited college or university.
- 1-5 years of community engagement experience
- Bilingual, Spanish/English

Compensation:

Hourly wage dependent on credentials and experience.

**EOE:** The Town of Berwyn Heights is an Equal Opportunity Employer (EOE). In compliance with the Americans with Disabilities Act (ADA), the Town will provide reasonable accommodations to qualified individuals with disabilities.

To apply, submit a cover letter, resume, and salary expectations to [HR@berwynheightsmd.gov](mailto:HR@berwynheightsmd.gov)