

# Delray Beach Community Redevelopment Agency (CRA)

## Job Description Form

**Job title:** Executive Coordinator

**Location:** 20 N. Swinton Ave, Delray Beach

**Reports to:**  
**Title:** CRA Executive Director

**Level/Grade:**

**Pay Range:**  
\$48,000-\$78,000

**Type of position:**

- Full-time
- Part-time
- Contractor
- Intern

**Hours:** 40/week

- Exempt
- Nonexempt

### General Description

This responsible, detail-oriented position involves performing a broad range of functions to assist the CRA in implementing the Community Redevelopment Plan and related activities. This position also performs other administrative functions as assigned.

### Duties & Responsibilities:

- Provides administrative assistance and project support to the Executive Director primarily, Assistant Director, and other Staff as needed.
- Keeps appointment calendars, schedules appointments and travel arrangements on behalf of the Executive Director primarily, Assistant Director, and other Staff as needed.
- Provides assistance on CRA projects, property management, and real estate transactions including solicitation of bids and proposals, contract oversight and related paperwork.
- Implements and executes State regulated Records Management and Retention Program.
- Performs records and file management functions (paper and electronic).
- Acts as CRA Board Liaison, prepares CRA Board Meeting schedule, prepares CRA board Meeting agenda and related paperwork, attends CRA Board Meetings and Workshops, transcribes recorded minutes, and notarizes documents.
- Coordinates and updates CRA Disaster Preparedness Program.
- Assist with the CRA's overall social media strategy and monitoring (Facebook/Twitter/LinkedIn/Instagram, etc.), including utilizing tools such as, Constant Contact, live video streaming, blog posts, and mass email marketing.
- Assist in the coordination and dissemination of informational material and marketing collateral, which may include brochures, press releases, flyers, media kits, and postcards.
- Assist with special projects such as awards submissions, annual reports, and/or videos.
- Assist with the coordination of CRA produced and/or sponsored special events such as community events, ribbon cuttings, groundbreaking, openings.
- Manage special projects as assigned.
- Provides Florida State Notary Public functions.
- Other duties as assigned.

### Education, Skills & Experience Requirements:

- Bachelor's degree from an accredited college or university and at least two (2) years of relevant experience, or an equivalent combination of education and experience beyond a high school diploma. Government or public sector experience is preferred.
- Excellent oral and written communication skills with the ability to effectively communicate with internal and external parties
- Strong organizational skills with an attention to detail
- Ability to keep track of and manage multiple tasks.
- Knowledge of MS Office Systems.
- Ability to handle multiple concurrent tasks and responsibilities.
- Must be self-motivated and proactive.

**Approved by:**  
**Title:** CRA Executive Director

Revised 9/06/22