

Environmental Public Involvement Specialist

Description

Blanton & Associates, Inc. seeks an Environmental Public Involvement Specialist to assist with the planning, organizing, and attending Stakeholder and Public Meetings and Hearings. This position is based in our San Antonio, Texas, office and involves some travel.

Responsibilities will include:

- Coordinating stakeholder and public outreach efforts for major projects.
- Assisting in assessing and interpreting administrative codes pertaining to project regulatory stakeholder and public involvement requirements.
- Assisting in preparing work plans and schedules to comply with regulatory requirements that include traditional outreach elements as well as identifying creative opportunities to increase and enhance stakeholder and public outreach efforts and participation.
- Coordinating logistics for stakeholder and public outreach events, including securing venues and hiring technical support staff such as translators, court reporters, and audio technicians.
- Participating in stakeholder and public outreach events.
- Managing project-related public documents.
- Serving as a liaison between the project's technical and public involvement teams.
- Assisting with the development and production of stakeholder and public information materials, brochures, exhibit boards, presentations, and summary reports.

Qualifications

A bachelor's degree in communications, public relations, public policy, public administration, environmental planning, or similar discipline.

3+ years relevant professional work experience. Work experience should include preparing for and attending Stakeholder or Public Meetings, and Public Hearings. Advanced degree may be substituted for experience.

English/Spanish bilingual is a plus. Local candidates are preferred.

Working knowledge of environmental regulations, including NEPA, Section 106 of the National Historic Preservation Act, Section 7 of the Endangered Species Act, Section 404 of the Clean Water Act, Section 10 of the Rivers and Harbors Act, among others.

Computer skills should include the MS Office Suite.

Strong organizational skills and ability to carry detailed tasks, task timelines and deadlines is required.

Excellent technical writing and communication skills required. (A writing sample may be requested.) Ability to make public presentations.

Please send cover letter, resume, and three professional references to jobs@blantonassociates.com. Position is open until filled. We thank all applicants for their interest; however only those selected for an interview will be contacted. No phone calls, please.

Compensation

This is a full time, salaried position with medical, dental, and vision insurance provided. A 401(k) plan with profit sharing is included in the benefit package. Pay commensurate with experience.

Company Description

Blanton & Associates, Inc., delivers a broad range of environmental consulting, planning, and project management with a focus on regulatory compliance and permitting. Our Austin-based firm provides a relaxed working environment where self-starters and motivated employees can succeed. Visit our website at <http://www.blantonassociates.com> for more career opportunities.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.