

TOWN OF DUNDEE

DEPARTMENT OF HUMAN RESOURCES

Position Description

POSITION TITLE: COMMISSION & COMMUNITY ENGAGEMENT AIDE

DEPARTMENT: TOWN CLERK'S OFFICE

SALARY RANGE: \$21.00

HOURS PER WEEK: FULL TIME

BENEFIT ELIGIBILITY: Paid Time Off (Vacation, Sick, Personal, Holiday), 401(a) Retirement Program with Employer Match, 100% Employer Paid Health, Dental, Vision

JOB SUMMARY

Under the direct supervision of the Town Clerk, the Commission and Community Engagement Aide performs responsible administrative, communications, and community engagement work. Provides administrative support to the Town Commission through the Town Clerk by coordinating commissioners' initiatives, travel, special events, public outreach, and communications while ensuring compliance with Florida Sunshine Law, Public Records Law, Town policies, and the Commission-Manager form of government.

ESSENTIAL DUTIES

- Coordinates Commissioner travel, conference registrations, lodging, itineraries, and related logistics.
 - Plans and coordinates Commission-sponsored community engagement events, including Coffee with the Mayor, town halls, ribbon cuttings, and similar public events.
 - Develops flyers, newsletters, presentations, graphics, and promotional materials.
 - Captures photographs and videos for official Town communications and social media.
 - Creates and schedules social media content as directed.
 - Coordinates with all Town departments, outside agencies, vendors, and community organizations for Commission initiatives.
 - Assists with constituent correspondence and follow-up as directed through the Town Clerk.
 - Maintains calendars, event timelines, and project tracking.
 - Assists with purchasing and event logistics in accordance with Town policies.
 - Maintains records in accordance with Florida Public Records requirements.
 - Exercises discretion when handling confidential information.
 - Performs other related duties assigned by the Town Clerk.
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KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of modern office practices, customer service, event coordination, social media, Microsoft Office, records management, and effective written and verbal communication.
- Sound judgment and ability to maintain confidentiality in handling sensitive information.
- Competency in preparing reports and retaining Town records.

- Strong communication skills and ability to work effectively with elected officials, management, staff, and the public.
 - Proficiency in office software
 - Demonstrated professionalism, integrity, and teamwork.
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MINIMUM QUALIFICATIONS

High school diploma or GED; three years of progressively responsible administrative, communications, event coordination, municipal, or related experience; valid Florida driver's license or ability to obtain within required timeframe.

PREFERRED QUALIFICATIONS

Associate's or Bachelor's degree; municipal government experience; experience with graphic design, photography, social media management, and event planning.

WORKING CONDITIONS & PHYSICAL ABILITIES

- Standard office environment with frequent
 - Must be available to attend evening meetings as assigned and occasional travel for training or conferences.
 - May involve occasional lifting of up to 25 pounds and physical activity such as standing, walking, stooping, and reaching.
 - Must have visual and manual dexterity sufficient to operate standard office equipment and computers.
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ACKNOWLEDGEMENT

I acknowledge that I have read and understand the above job description for the Commission and Community Aide in its entirety and am capable of performing all the stated requirements.

Signature | Date

Print Name