



JOB OPENING

Volunteer Board/Committee Liaison

Salary Range: \$15.45 to \$23.29 per hour

Part Time, Non- Exempt

Closing Date: Open Until Filled

Reports to: Director, Communications & Community Affairs

Summary

This position is responsible for serving as a liaison for Town volunteer boards and committees.

Essential Duties:

- Manages meeting logistics, including but not limited to arrangements for meeting and program rooms, audio visual, in accordance with scheduled deadlines.
- Provide administrative support, coordinate distribution of agenda, meeting minutes, correspondence, and committee financials.
- Collaborates with committee to set strategic direction, advance the committees mission, and ensure programs and/or activities are planned and implemented.
- Assists in the planning, organizing, tracking, and promoting of activities for the Committees.
- Attends and participates in Committee meetings, events, and activities.
- Maintains records and prepares reports.
- Responsible for having complete knowledge of committee rules and regulations passed by the Town Council.
- Work directly with Town Administration and community groups, agencies to develop, implement, and promote programs and to monitor and evaluate the effectiveness of programs.
- Assists in emergency response operations as needed, follows all FEMA training and American Red Cross protocol.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of Microsoft Outlook and Office Products
- Ability to rapidly acquire considerable knowledge of the local municipality and procedural regulations applicable to the Town
- Ability to communicate effectively both orally and in writing.
- Ability to manage multiple projects in an efficient and professional manner.
- Ability to plan, organize and perform work independently.
- Ability to establish and maintain effective working relationships with coworkers, vendors, and the public.
- Ability to develop and maintain effective public relations
- Excellent organizational skills



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Minimum Requirements:

- A bachelor's degree preferred or working towards a degree in Public Administration, Journalism, Marketing, Communications, or related field. The position requires the applicant to have the ability to rapidly acquire considerable knowledge of the local municipality and procedural regulations applicable to the Town. Applicant must possess excellent organizational skills.
- A minimum of one year's work experience in marketing, public relations, or public affairs is preferred. Previous government experience, desirable, but not required.
- The position also requires the applicant to have the ability to rapidly acquire considerable knowledge of the local municipality and procedural regulations applicable to the Town.
- Previous experience working with volunteers, desirable.
- Applicant must have the ability to predominantly work evening and weekends, as needed – Position is 20 hours per week.

The Town of Miami Lakes is an Equal Opportunity Employer and Drug Free Workplace.

To apply: Please forward a resume and letter of interest to the Town of Miami Lakes via email: Jobs@miamilakes-fl.gov. Individuals with disabilities requiring accommodations must contact the Human Resources Department by calling (305) 364-6100.

Approved: 6/29/26