

**Town of Crewe, Virginia**  
**Outreach and Resource Coordinator**  
**Position Advertisement**

The Town of Crewe, Virginia (population 2,326) is seeking an individual experienced in public outreach and engagement to serve as an Outreach and Resource Coordinator in response to the COVID-19 pandemic. This is a part-time, temporary grant funded position. Funding for this position ends September 30, 2021.

The primary duties of this position will entail keeping the community informed on COVID-19 updates and Town initiatives; linking local resources with individuals in need, especially vulnerable populations; and establishing a strong, sustainable structure for maintaining resource network and linkages past the funding period.

The Town is seeking an individual with the following experience, qualifications, knowledge, and skills:

- Experience in public outreach and engagement;
- Experience with social media, including Facebook and similar apps;
- Experience with community/event organizing and development;
- Experience creating collaborative teams and diverse groups to achieve specific goals;
- Strong communication skills;
- Experience designing outreach materials, newsletters, and press releases;
- Highly organized and motivated;
- Bachelor's degree in communication, public administration or related field preferred;
- Emergency management/public information officer training preferred;
- Grant writing experience preferred;
- Must possess a valid driver's license;

Wage Range:

The hourly wage range for this position is \$20.00 - \$25.00 per hour depending on qualifications. There are no other benefits included with this position.

Application Instructions:

Applicants are required to submit a cover letter, resume, contact information for three professional references, and Town application to be considered for the position. Town applications may be obtained via the Town's website at <https://townofcrewe.com/employment-opportunities>. Applicants should send all application materials to:

Tiffany Sisk, Town Clerk  
Crewe Town Hall  
125 E. Carolina Avenue  
Crewe, VA 23930

Application materials may also be sent via email to Tiffany Sisk, Town Clerk at [tiffanydumond@townofcrewe.com](mailto:tiffanydumond@townofcrewe.com).

This position is open until filled and may close at any time. The selected applicant will be required to undergo a pre-employment background check and drug test.

Position will report to the Chief of Police.

The Town of Crewe is an Equal Opportunity Employer (EOE).

Posted: January 5, 2021