

Town of Chesapeake – Job Descriptions – FY2024

Job Title: Municipal Engagement Coordinator (Paralegal Degree)

Department: Community Engagement

Reports To: Town Administrator

Job Summary: The Municipal Engagement Coordinator with a Paralegal Degree is responsible for leveraging their legal background to facilitate community engagement, foster positive relationships between the town government and residents, and promote active participation in local governance. This role uniquely combines legal expertise with community outreach to enhance communication, transparency, and collaboration between the municipality and its citizens.

Key Responsibilities:

1. Community Outreach and Legal Guidance:

- Develop and execute outreach programs that encourage residents to engage with the town government on legal matters, such as ordinances, regulations, and permits.
- Provide legal guidance and information to residents on municipal legal processes, helping them navigate town-related legal matters.

2. Legal Compliance and Due Process:

- Assist in ensuring that municipal policies, procedures, and actions align with legal requirements and due process.
- Collaborate with the town's legal department to maintain compliance with relevant laws and regulations.

3. Citizen Engagement Programs:

- Plan and coordinate public meetings, town hall forums, and workshops that address legal topics and engage residents in discussions and decision-making processes.
- Manage online platforms for legal feedback, questions, and concerns.

4. Document Preparation and Review:

- Prepare legal documents, such as public notices, agreements, and contracts, ensuring accuracy and compliance with applicable laws.
- Review and interpret legal documents for residents, clarifying their rights and responsibilities.

5. Conflict Resolution:

- Mediate disputes between residents and the town government, working to find amicable resolutions that comply with legal requirements.
- Refer residents to appropriate legal resources when necessary.

6. Legal Research and Analysis:

- Conduct legal research on municipal issues and prepare legal memoranda for town officials.
- Stay informed about changes in local and state laws that may impact the town and its residents.

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7. **Data Collection and Reporting:**

- Gather and analyze data related to legal matters and their impact on the community.
- Prepare reports and recommendations for town leadership based on collected legal data.

Qualifications:

- Associates degree in Paralegal Studies, Legal Studies, or a related field. Paralegal certification is a plus.
- Demonstrated experience in community engagement, legal research, or paralegal work.
- Excellent communication skills, both written and verbal.
- Proficiency in using social media platforms, website management tools, and other digital communication resources.
- Strong organizational and event planning abilities.
- Ability to work collaboratively with diverse groups and individuals.
- Passion for community involvement and a commitment to fostering positive relationships between residents and local government.

Working Conditions:

- This is typically a full-time position with standard office hours, but flexibility may be required for evening and weekend events and meetings.
- Occasional travel within the municipality may be necessary.

The Municipal Engagement Coordinator with a Paralegal Degree serves as a valuable bridge between the town government's legal processes and the community it serves. By leveraging their legal expertise, this role helps residents navigate municipal legal matters while fostering a sense of trust, transparency, and engagement within the community.