

# Communication & Engagement Supervisor

Public Relations    COMMU004227

Posted: April 16, 2026

---

Full-Time

---

Loveland, CO 80537, USA

## Job Details

### Description

#### **Job Summary:**

The Communication & Engagement Supervisor provides leadership and oversight for a team of Communication & Engagement Specialists and other communication positions supporting City departments. This position ensures alignment with citywide communication strategies, brand standards, and engagement goals. Along with supervising staff, the Supervisor also performs hands-on communication and engagement work to support client department needs. The Supervisor translates strategic direction from the Director of Communication & Engagement and department leaders into actionable plans, manages workload distribution, and ensures quality and consistency across all communication and engagement activities. The role includes managing and coordinating department-level strategic communication and public relations programs, leading the effective use of print, digital, and electronic communication tools, and ensuring timely, accurate dissemination of information to internal and external stakeholders.

The salary range for this position is **\$75,871.12 - \$110,013.28** annually with a hiring range of **\$75,871.12 - \$92,942.20**, depending on qualifications and experience. **This opportunity will be available to applicants until Friday May 1, 2026, at 12:00 P.M. M.S.T.**

As exempt supervisor position for the City, this position typically works M-F, 8 a.m. - 5 p.m. with the need for evenings and weekends for engagement work and to support department and client needs.

**A current resume is required, and a cover letter is preferred.**

**Apply today to join more than 800 employees who work to meet the core values of:**

- **Accountability & Integrity**
- **Transparency & Honoring the Public Trust**
- **Collaboration, Innovation**
- **Safety**
- **Excellent Service with Courtesy and Kindness.**

Please view our video [\*\*Working at Loveland\*\*](#) to learn more about our exceptional Loveland community and the benefits of working for the City.

***A vibrant community, surrounded by natural beauty, where you belong!***

**Essential Functions:**

- Oversee department-level communication and engagement functions as part of City communication team.
- Hiring, training, coaching, scheduling, performance evaluation, and disciplinary actions for communication personnel.
- Develop and implement strategic communication and public relations plans, including proactive storytelling and marketing initiatives.
- Coordinate and manage creation, review, and distribution of communication materials across print, digital, social media, and web platforms.
- Manage workload prioritization, resource allocation, and department communication budgets to meet organizational needs.
- Lead public relations and community engagement efforts targeting diverse populations; develop inclusive strategies for outreach and engagement.
- Ensure coordination of client department communication activities with the rest of the Communication & Engagement team, including collaboration on internal communications, creative services, and digital platforms.
- Support and enforce City branding and visual identity standards; review and approve promotional materials for consistency.
- Partners with client department directors, supervisors and managers to conceptualize and plan strategic communication.
- Represent the City at meetings and events, delivering presentations to internal teams, media, public officials, and community groups and helping to prepare department teams for presentations, meetings and events.
- Monitor communication trends, assess program effectiveness, and recommend innovative tools and strategies to improve engagement.
- Respond to public inquiries and complaints, facilitate feedback processes, and ensure open, transparent communication with residents. Conduct research to identify target audiences and evaluate communication strategies for effectiveness.
- Maintains expert level knowledge of services, programs, industry, and other municipalities.
- Responsible for reporting, analytics and assessment of strategic communication program success and advising on changes and improvements.
- Elevates positive department stories through City channels and media/partner storytelling.
- Collaborate with staff to develop inclusive engagement strategies for diverse audiences, including those with limited English proficiency.
- Ability to travel and conduct business throughout the City.

#### **Other Job Functions:**

- Manage partnerships and sponsorships.
- Maintains and assists in developing effective processes that complement the department.
- Assists and supports the department with high-level projects and analysis as needed.
- Completes special projects, serves on committees.
- Performs other duties as assigned.

#### **Job Level and Management Expectations:**

- Provides direct supervision to professional, technical, and skilled employees to assure accountability to department and organizational goals and objectives.
- Focus on day-to-day operations and ensuring tasks are completed efficiently.
- Interprets policies and exercises independent judgment and decision making within department.
- Makes personnel decisions related to hiring, performance, or disciplinary actions.

- Champions and embodies the company's mission, vision, values, and culture.

### **Qualifications:**

#### **Education:**

- **Required:** 4 Year/bachelor's degree in communications, Journalism, Marketing, Business Administration or related field.
- An equivalent combination of education and or experience may substitute for education requirements on a year for year basis.

#### **Experience:**

- **Required:** 5 years of experience in a position with strategic communication, public relations, community programming, marketing, fundraising, event coordination & implementation. Must be in addition to any experience used to satisfy the education requirement.
- **Preferred:** 2 years previous supervisory experience.
- **Preferred:** 2 years of experience in contract negotiations, and advanced strategic communication techniques.

#### **Knowledge, Skills, and Abilities:**

- Expertise in strategic communication, public relations, and engagement planning.
- Strong knowledge of public administration principles and research methods.
- Proficiency in traditional and digital communication channels (including Microsoft Teams), including web content management and graphic design.
- Advanced writing and editing skills, including AP Style, business writing, and presentation development.
- High-level proficiency with word processing, spreadsheets, databases, publishing, and design software (e.g., Adobe Creative Suite and Microsoft SharePoint).
- Ability to manage multiple priorities, meet deadlines under pressure, and adapt to changing work plans.
- Strong analytical skills to anticipate outcomes and provide objective feedback on communication strategies.
- Excellent interpersonal and communication skills for collaboration with leadership, staff, officials, and the public—even in conflict situations.
- Demonstrated ability to lead and supervise teams while fostering a cooperative, positive, and professional work environment.
- Commitment to exceptional customer service and inclusive engagement practices.
- Ability to work independently with minimal supervision and exercise sound judgment.
- Willingness to travel within the City and adjacent areas for engagement activities.
- Maintain professionalism, flexibility, and a positive attitude in a dynamic environment.

#### **Physical Demands and Working Conditions:**

- Frequent: Minimal physical effort typically found in clerical work. Primarily sedentary, may occasionally lift and carry light objects. Walking and/or standing as needed and minimal.
- Occasional: Light to moderate physical effort that includes frequent standing or walking or maintaining arms and hands in the same position for repetitive tasks. Frequently works with light objects and light hand tools.

#### **Working Environment:**

- Constant: Exposure to routine office noise and equipment.

- Occasional: Exposure to hazards typically found in general office environments where there is rarely to no exposure to injury or accident.

*This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.*

### **Benefit Eligible Benefits Package Includes:**

- Two (2) Medical plans, Dental, Vision (for self/ spouse/ children)
- A Dedicated, exclusive Employee Health and Wellness Center
- Discounted Chilson Center passes
- Paid vacation, holidays, floating holidays, and medical leave
- Flexible spending including Dependent Care
- Life Insurance, AD&D, Short-term and Long-term disability, and voluntary Critical Illness Coverage
- Retirement 401a, 457, Roth (pre- & post tax) and company match
- A Comprehensive Employee Assistance Program
- Voluntary 529 College Invest program
- Tuition Reimbursement
- Employee Referral Program
- Personal and Professional Development opportunities
- Employee Recognition Program
- Exceptional work-life balance
- Market based pay & regular performance reviews
- Local Government employment is eligible for Public Loan Forgiveness Program

*Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions.*

*City of Loveland job descriptions are designed to describe the general nature and level of work necessary to perform well in the job; they are not intended to provide an exhaustive list of responsibilities, skills, and qualifications. City of Loveland job descriptions may be updated periodically, and additional activities, duties or responsibilities may be assigned by management as deemed appropriate.*

The City of Loveland provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, disability, genetic information, age, or any other status protected under federal, state, and/or local law.

The City of Loveland participates in E-Verify. In accordance with E-Verify requirements, upon your date of hire the City of Loveland will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. **[E-Verify Notice of Participation. Learn more about your right to work.](#)** Visit **[E-Verify.gov](#)** for more information.

### **Hybrid Remote Work Eligibility**

This position may be eligible for up to two days per week working remotely. Probationary employees (within the first six months of employment) may not be eligible. Subject to change based on business needs and performance expectations.

**Employment offers will be conditional on the successful completion of a criminal history background check.**

---

Equal Opportunity Employer

This employer is required to notify all applicants of their rights pursuant to federal employment laws. For further information, please review the [Know Your Rights](#) notice from the Department of Labor.