

COMMUNITY OUTREACH ORGANIZER

DEFINITION

Engages the different sectors of the community, school administrators, elected officials, regulatory agencies, and the Board of Education in the process of construction and modernization projects, as well as programs and initiatives of the Facilities Services Division.

TYPICAL DUTIES

- Identifies, contacts, and works with the different sectors of the community, school administrators, and the offices of elected officials, Board of Education, legislators, Local District Superintendents and regulatory agencies to engage them in the process of construction and modernization projects, as well as programs and initiatives of the Facilities Services Division and to notify them of community meetings and events.
- Implements community outreach strategic plans for assigned projects.
- Schedules, coordinates, organizes and attends outreach activities such as community meetings and events throughout the District to engage and inform the community regarding the Facilities Services Division's construction and modernization projects, programs and initiatives.
- Provides community feedback to Facilities Services Division administrators and staff.
- Receives community inquiries, gathers information from appropriate District personnel, and tracks responses.
- Works closely with various Facilities Services Division departments to obtain relevant information and communicate it clearly to the community, elected officials, and government agencies.
- Informs and engages the community on the school construction process including site selection, California Environmental Quality Act and Environmental Protection Agency policies and procedures, acquisition and relocation, and design and construction issues.
- Informs the community of the Facilities Services Division's projects, programs and initiatives.
- Provides information and written reports to Senior Community Outreach Organizers and the Director of Community Outreach for presentations before the Board of Education, Bond Oversight Committee and other audiences.
- Leads and coordinates the efforts of various planning committee stakeholders for special events such as ground breakings, ribbon cuttings, and school openings, for the purpose of coordinating resources and monitoring event expenditures.
- Develops and maintains project files and contact databases for assigned projects.
- Transports presentation materials and equipment as necessary.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Community Outreach Organizer is primarily responsible for engaging the different sectors of the community, school administrators, and the offices of Local District Superintendents, elected officials, regulatory agencies and the Board of Education in the process construction and modernization projects, as well as programs and initiatives of the Facilities Services Division.

A Senior Community Outreach Organizer is responsible for supervising and directing the efforts of a team of Community Outreach Organizers.

A Community Outreach Event Coordinator participates in and supports the community relations function for the Facilities Services Division's construction and modernization projects, programs and initiatives by performing a wide variety of duties relating to meeting and event planning, logistics, coordination, and other administrative tasks.

SUPERVISION

General supervision is received from a Senior Community Outreach Organizer, higher level manager, or the Director of Community Outreach. Work direction may be provided to lower-level support staff.

CLASS QUALIFICATIONS

Knowledge of:

- Public relations principles
- Current community issues
- Local government structure
- Appropriate protocol for working with the staff of local, State, and federal elected officials
- Personal computers and peripheral equipment
- Microsoft Access, Excel, PowerPoint and Word

Ability to:

- Assimilate information from a variety of sources
- Exercise tact and diplomacy relative to public inquiries
- Communicate effectively, both orally and in writing
- Work effectively with diverse groups
- Work on numerous projects simultaneously
- Present a position or plan in a diplomatic manner to diverse groups
- Operate a computer and associated peripheral equipment

Special Physical Requirements:

- Ability to stand, walk, bend, reach overhead, crouch, kneel, balance, push, pull, and lift up to 25 pounds

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in public relations, community relations, urban planning, business administration, public administration, or a related field.

Experience:

Two years of experience in a public or private agency performing community outreach activities to obtain diverse community support for community improvement projects, preferably including organizing community outreach campaigns or fieldwork for community based organizations.

Special:

A valid California Driver License.

Use of an automobile.

Ability to communicate in Spanish orally and in writing is preferred.

SPECIAL NOTES

1. Incumbents in this classification may be required to travel extensively and must be able to work flexible hours including evenings and weekends.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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