

JOB TITLE: Community Engagement Coordinator
DEPARTMENT: Community Engagement
REPORTS TO: Vice President of Community Engagement
CLASSIFICATION: Non-Exempt Full-Time (Some evening and weekend hours required)

JOB SUMMARY:

Provides administrative support to the Community Engagement Department. Maintains Community Engagement outreach calendars, contact logs/reports and Voter Activation Network (VAN). **Staffs community engagement events and provides event planning support, including volunteer recruitment.** Collects and prepares information for Vice President of Community Engagement to use in meetings with staff, supporters and outside parties. Directs/Coordinates special projects, as assigned by the Vice President of Community Engagement.

ESSENTIAL FUNCTIONS:

- Provides general administrative support for the Community Engagement Department as assigned.
- Collects data and prepares Community Engagement reports.
- Staffs and prepares notes for community engagement meetings.
- Maintains Voter Activation Network (VAN)
- Coordinates, prepares for, and participates in meetings, conferences, and appointments, outreach events as required.
- Arranges for food and beverages for meetings/events as directed.
- Coordinates Community Engagement calendar
- Recruits, schedules and coordinates volunteers for Community Engagement activities.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent written and verbal communication skills
- Ability to demonstrate mature judgment, initiative, and critical thinking
- Must have respect for confidentiality
- Able to manage multiple priorities and be flexible
- Ability to relate to diverse communities
- Ability to work independently and as a team member
- Must have a professional appearance, a positive attitude and a sense of humor
- Availability to work flexible hours, as required

- Must have valid California driver's license and be willing and able to travel, as needed.
- Access to reliable transportation required.

CUSTOMER SERVICE/COMMUNICATION:

- Must have excellent interpersonal skills and be committed to providing the highest level of professionalism to both internal (staff, Board) and external entities (members of the community, vendors, consultants and other business-related parties)
- Must have excellent communication and listening skills
- Ability to communicate clearly and concisely via telephone, email, or in person
- Ability to demonstrate active listening by asking follow-up questions

EDUCATION and/or EXPERIENCE:

- AA/BA in Business Administration or equivalent experience
- 2-4 years in an administrative level position

LANGUAGE SKILLS:

- Ability to read, analyze, and interpret the most complex documents
- Ability to respond effectively to the most sensitive inquiries or complaints

COMPUTER SKILLS:

- Must have excellent Microsoft Office skills (Word, Excel, PowerPoint)

ADDITIONAL QUALIFICATIONS:

- Ability to work in a busy environment, under pressure, without compromising accuracy, attention to detail, or courtesy to staff and others
- Ability to prioritize and manage time to achieve deadlines
- Ability to provide feedback to staff in a constructive manner
- Strong organizational skills
- Ability to prepare reports and business correspondences
- Ability to respond appropriately to changing situations
- Self-motivated
- Ability to read and analyze information
- Ability to research and gather information
- Ability to organize large amounts of data/information into a fashion that all levels of staff can understand
- Candidate must travel within PPSBVSLO geographic area (Thousand Oaks to San Luis Obispo)
- Other duties as requested

REASONING ABILITY:

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand, walk, talk, and hear. The employee frequently is required to use hands and fingers to handle, or feel and reach. The employee is required to sit. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change.

ACKNOWLEDGMENT:

I have read, understand and agreed to perform the functions described in the above job description. This job description is subject to review and change.

Employee's Signature

Date

Print Name

Supervisor's Signature

Date