



# Unaffiliated Job Description

## Community Education Engagement Specialist

### Descriptors

<b>Position Title:</b>	Community Education Engagement Specialist	<b>Department:</b>	Community Services
<b>Position Classification:</b>	Unaffiliated Tier 2B	<b>Reports To:</b>	Community Services Director
<b>Exempt Status:</b>	Exempt	<b>Revision Date:</b>	May 2024
<b>Supervisory:</b>	No		
<b>Approval:</b>	_____	<b>Approval:</b>	_____
	(Executive Director of Human Resources)		(Superintendent)

### Job Summary

Provide the overall support on planning, development, implementation, monitoring, promotion, budgeting and evaluation of all aspects of community engagement events, including: volunteers, partnerships, educational, recreational, social, leisure, activities, events, courses, and ongoing clubs/groups. Provide integrated and culturally inclusive programming that provides a comprehensive program for lifelong learning to meet the needs of community members.

### Essential Duties and Responsibilities

30%	<b>Program Development</b> <ul style="list-style-type: none"><li>• Support to plan, develop, implement, maintain and evaluate all community engagement programming events</li><li>• Ensure use of best practices in enrichment programing for the community</li><li>• Keep up to date of changing developments, trends and educational technologies</li><li>• Recommend program changes, goals and objectives</li><li>• Support to recruit, interview, train, monitor, schedule, and evaluate program and events</li><li>• Support on developing program descriptions</li><li>• Support to determine programming, classes, activities and instructor pay rates and fees for both on-site and off-site activities</li><li>• Support to schedule program event rooms and classes</li><li>• Support with program information for their catalog</li><li>• Explore partnerships and collaborate with community members, agencies, program and organizations to plan for future events to fit the community.</li></ul>	25%	<b>Public Relations and Marketing</b> <ul style="list-style-type: none"><li>• Support to maintain a clean and safe environment for program participants</li><li>• Support to develop and maintain relationships within the School District, outside organizations, and the community</li><li>• Support to market and promote enrichment activities and opportunities via the local media, institutions, organizations and agencies within the community</li><li>• Represent the District at community events and district wide meetings</li><li>• Develop multilingual communication, including flyers, videos and presentations to promote programs</li><li>• Speak publicly on behalf of the programs</li><li>• Support overall district communication, including translation, parent meetings, district PD, etc.</li></ul>
30%	<b>Operations</b> <ul style="list-style-type: none"><li>• Support to recruit, recommend, hire and retain highly qualified staff and volunteers</li><li>• Support to evaluate new and current staff and support ongoing professional development</li><li>• Provide assistance to all stakeholders concerning enrichment programs, activities and services</li><li>• Support to plan and facilitate community meetings</li><li>• Support to maintain accurate records</li></ul>	10%	<b>Budget Management</b> <ul style="list-style-type: none"><li>• Support to create and monitor annual program budgets</li><li>• Support to develop and execute fundraising activities</li><li>• Support to monitor grant proposals and manage funds</li><li>• Support to prepare financial, participation, evaluation and any other reports required</li></ul>
		5%	<b>Professional Development</b> <ul style="list-style-type: none"><li>• Attend meetings, in-services, and workshops as required</li><li>• Maintain CEUs required by licensure, as appropriate</li></ul>

- Participate in leadership meetings and district meetings as needed

**Perform other duties as assigned or requested by Director of Community Services**

## **Work Requirements and Characteristics**

### **Education/Certification Requirement:**

- High School Diploma or equivalent
- 2–4-year degree preferred

### **Experience:**

- 1-2 years of Community Education programming with children and adults preferred
- 1-3 years of public relations/publication preferred
- Preferred literate bilingual speaker

### **Essential skills required to perform the work:**

- Ability to work and communicate effectively with diverse populations
- Ability to communicate effectively both verbally and in writing
- Ability to be self-directed
- Knowledge of community resources
- Commitment to the implementation of goals and mission of Community Services
- Strong interpersonal skills
- Ability to effectively collaborate with others
- Ability to read, analyze, and interpret common field journals, financial reports and legal documents
- Ability to present to internal and external stakeholders
- Knowledge of bookkeeping and administrative functions
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentage, area, circumference and volume
- Ability to apply basic concepts of algebra and geometry
- Intermediate computer skills

### **Machines, Tools, Equipment, Electronic Devices, and Software Required:**

- Operates office equipment including computer, printer, scanner, calculator, copier, multi-line phone system, facsimile
- Utilizes multiple software, databases and systems

## **Physical and Mental Requirements**

### **Physical Job Requirements:**

- Position involves regular periods of time sitting at a computer
- Position involves occasionally reaching, kneeling or crouching

- Position involves occasionally lifting up to 10 pounds
- Position involves listening, speaking clearly and visual acuity

**Mental Job Requirements:**

- Position requires handling multiple tasks at once while dealing with constant interruptions.
- Position requires flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person.
- Position requires meeting deadlines
- Position requires applying judgment and discretion with problem solving

**Hazardous Working Conditions:**

- The majority of work is performed in normal office conditions
- Occasional travel between buildings
- Hours can occasionally vary outside the normal work day

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.