



COMMUNITY BRIDGES
PUNTES DE LA COMUNIDAD

Posted: October 5, 2015
Open Until Filled

POSITION: COMMUNITY LIAISON
(BILINGUAL ENGLISH/SPANISH PREFERRED)

PROGRAM: ADMINISTRATION

POSITION DESCRIPTION:

Under the supervision of the Chief Executive Officer, and within the scope of the organization's mission, the Community Liaison provides outreach and community engagement for multiple programs and activities. This position will conduct a broad-based outreach effort targeting potential clients, employees, and community stakeholders throughout Santa Cruz County to help familiarize them with services and opportunities offered at Community Bridges. The position will also assist in general office and program support as needed or directed.

DUTIES & RESPONSIBILITIES:

1. Develops, analyzes and implements a structured outreach plan with activities that seek to increase access to services, employment referrals, and enrollments into various programs.
2. Develops and provides a cross-sectional approach to targeted outreach and implements a systematic way of efficiently targeting individuals.
3. In coordination with the Fund Development and Human Resources departments, develops information and referral materials that can be disseminated in a variety of ways to a diverse group of individuals.
4. Regularly submits, creates and maintains daily records and monthly reports as requested.
5. Attends regular community and stakeholder events in order to further provide outreach.
6. Plans and implements public relations efforts for Community Bridges.
7. Establishes and maintains relations with community agencies in order to develop knowledge about their services and resources.
8. Refers people to services provided by Community Bridges.
9. Develops and maintains effective working relationships with clients, staff, representatives of community agencies and the public.
10. Maintains confidentiality of client, staff and administrative records and or tactics.
11. Maintains relationships with collaborative partners and cultivates new ones.

12. Communicates effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge and sensitivity to their needs.
13. Performs other duties as assigned.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.

EMPLOYMENT STANDARDS:

Knowledge of:

- Community Bridges, its 10 programs and the various services we provide; and
- Government structures, agencies and policies which impact Community Bridges' business and progress.

Ability to:

- work independently without direct supervision as well as part of a team;
- maintain accurate records, compile data, and prepare reports according to an established format;
- make presentations to large and small groups;
- manage multiple demands and make decisions;
- communicate effectively in written and oral form;
- type at a rate of 35 words per minute from printed copy;
- deal tactfully, cooperatively, and effectively with other agency staff members, community organizations, and the public, including people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles;
- use Publisher, Acrobat and/or InDesign to create professional outreach materials; and
- support, network and motivate staff, volunteers and clientele.

MINIMUM QUALIFICATIONS:

- Any combination of experience and education in community development or outreach that provides the skills, knowledge and abilities listed may be qualifying.
- Bilingual Spanish/English preferred.
- Must have sufficient physical stamina for standing, walking & lifting up to 25 lbs.
- Must pass a criminal background check and maintain a clean record.
- Must possess a valid CA driver's license, have access to a motor vehicle incidental to the performance of the work, and be insured.

RATE OF PAY AND HOURS:

- This is a limited-term, confidential, non-exempt position. Hours vary and will be up to 20 hrs/wk.
- The position is expected to last 3 months.
- The starting rate of pay is \$12.34 to \$16.72/hr, depending on experience (plus a \$0.40/hr bilingual differential upon passing a test administered by the HR department).
- Hours of work will include some evenings and weekends.
- On-site attendance is required.

BENEFITS:

- Paid holidays and sick leave pro-rated.
- Paid lunch if applicable.

TO APPLY:

- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302) or in person.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at <http://communitybridges.org/employment/>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application. This position is open until filled.
- If you have any questions, please contact Tyler Smith at (831)688-8840, Ext. 211.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of race, religion or religious dress and grooming, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, breastfeeding, gender, gender identity/expression, color, familial or parental status, marital status, or medical condition.