

Job Title	Community Outreach Assistant
Employer/ Agency	Harris County District Attorney's Office
Job Description	<ul style="list-style-type: none"> • Plan and facilitate community outreach events. • Work in partnership with advocacy groups, non-profits, clergy, service providers and police agencies • Attend events with the District Attorney after hours, and weekends • Interact with Assistant District Attorneys and staff to educate the community on criminal cases • Coordinate proactive community programming to promote the structure, function and vision of the agency
Qualifications	<ul style="list-style-type: none"> • Minimum education must include a Bachelor's degree. • Minimum of 3 years of experience preferred in special events development, management and execution. • Excellent written and verbal communication skills. • Experienced in establishing and maintaining community partnerships with grassroots/grass tops leaders, non-profits, advocacy groups & service providers • Proficient in social media platforms/manage a high volume of social media interactions • Flexible to attend evening/weekend commitments. • Completion of routine administrative tasks. • Assist Special Projects Director on an as needed basis.
Salary/Hours	Full Time, DOE
Employer/Agency	Harris County District Attorney's Office
Application Method	Please submit a cover letter and resume to: communityoutreach@dao.hctx.net
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.