

Job Title	Community Outreach Administrative Coordinator
Employer/ Agency	City of Houston
Job Description	<p>Position Description This position performs advanced communications, information sharing, and network-building functions associated with affordable housing policy, including those related to disaster recovery. Candidates for this position should be experienced in building information-sharing and action-oriented networks and organizing events in vulnerable communities. Bilingual language abilities in one of Houston's main languages a plus. Candidates must be self-motivated, with a high degree of accountability and significant organizational and prioritization skills.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Leads the creation of the Department's annual outreach plan and advises on the implementation of the Disaster Recovery outreach plans • Develops written and other materials to communicate vital information about housing programs, including disaster recovery and fair housing choice, to community groups • Plans, facilitates, and organizes small and large-scale meetings and events, including public hearings, community meetings, and forums, among others, in partnership with community organizations to share information, receive feedback and input, and build networks on behalf of the Department • Prepares and delivers presentations to communicate the Department's programs and priorities • Creates processes to track outreach activities and their impact in achieving the Department's objectives • Builds and maintains relationships with community leaders on behalf of the Department • Oversees project plans, timelines, and budgets for outside vendors supporting community engagement functions • Manage budgeting and expense-approval processes for events <p>This is a grant funded position subject to cancellation when funds are depleted and/or contract period ends.</p>

Qualifications	<p>MINIMUM REQUIREMENTS MINIMUM EDUCATIONAL REQUIREMENTS Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.</p> <p>MINIMUM EXPERIENCE REQUIREMENTS Five years of administrative experience are required.</p> <p>Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.</p> <p>MINIMUM LICENSE REQUIREMENTS Valid driver's license, eligible to operate a motor vehicle.</p> <p>PREFERENCES Preference will be given to candidates with:</p> <ul style="list-style-type: none"> • Previous experience working as a field organizer, community relations specialist, or in a non-profit, community-based communications/events role • Proven ability to develop and execute engagement strategies informed by best practices in other fields and technology tools • Record of using data to drive strategy and reporting • Strong networking, public speaking, and facilitation skills; experience in eliciting support from influencers in diverse communities • Familiarity with the role of social and traditional media in outreach strategies • Experience responding to a disaster at the community level • Knowledge of the landscape of community-based non-profit and religious organizations in Houston • Ability to plan and organize small and large events • Interest in fair housing issues • Skilled at engaging vulnerable or hard-to-reach populations • Advanced level proficiency in Microsoft Word, Excel, and PowerPoint
Salary/Hours	Full Time, \$60,000 to \$70,000
Employer/Agency	City of Houston Housing and Community Development Department
Application Method	Apply at https://www.governmentjobs.com/careers/houston/jobs/2261314/administrative-coordinator-community-outreach?page=1&pagetype=jobOpportunitiesJobs
Opening Date	Immediately

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