

Job Title	Community Outreach Coordinator
Employer/ Agency	City of Pittsburg
Job Description	<p>The City Manager’s Office (CMO) provides daily direction and leadership to City operations and the organization to implement the City Council’s goals and priorities. The CMO provides information to the City Council and makes recommendations on policy issues. In carrying out the direction and vision of the City Council, the City Manager ensures that the City’s services are equally available to the entire community, and that residents have access to information regarding City policies, programs, and services.</p> <ul style="list-style-type: none"> • Establishes and maintains positive relationships with individuals, businesses, community organizations, school officials and local government staff . • Develops, updates, and monitors social media outlet content, website content, news releases, information for billboards and responds to inquiries or refers to appropriate department, division, or outside agency. • Organizes, participates and attends community group activities, events, trainings and programs such as the Neighborhood Improvement Team. • Participates, presents, and drives discussions on various department, City and community, commissions, boards, or outside organizations; provides timely follow-up to committee assignments on outreach activities. • Researches, develops, and recommends new programs and related content to enhance existing programs and social media outlets for community outreach. • Prepares program material; including City's newsletters to inform the community of issues, services, programs, events and oversees work of consultants. • Uses a variety of software and social media resources, creates visual graphics and marketing materials; arranges necessary materials, equipment, and personnel; sets up for events and programs as necessary. • Participates in emergency activities, emergency preparedness drills and exercises. • Coordinates requests or provides assistance with group/tour visits, and other community engagement related activities or events.
Qualifications	<p>Ideal Candidate for Community Outreach Coordinator:</p> <ul style="list-style-type: none"> • Excellent written and oral communication and customer service skills • Knowledgeable of governmental structures, services, and programs • Competent in media relations and journalistic principles and techniques • Strong knowledge of social media, digital and mobile trends, and impactful content • Strong skills in computers, video editing, graphic design and other related software • Great attention to detail; prepare concise and accurate proposals and reports • Ability to assess and evaluate the needs of the community for relevant information

	<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • A high school diploma or equivalent. • Two years of full-time (or its equivalent) experience performing public relations, media advocacy, community outreach, or related work. • A Bachelor's degree from an accredited college or university with a major in Journalism, English, Mass Communications, Marketing, or a closely related field is preferred. • Bilingual in Spanish is highly desirable. <p>License: Possession of and ability to maintain a valid Class</p> <ul style="list-style-type: none"> • C California driver's license is required.
Salary/Hours	Full Time, \$5,500-\$6,685 per month
Employer/Agency	City of Pittsburg
City, State, Zip	Pittsburg, California
Application Method	Applicant must apply at www.ci.pittsburg.ca.us
Opening Date	ASAP

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.