

Community Engagement Coordinator & Special Projects Assistant

Community engagement coordination includes planning and organizing engagement activities and collaborating with the community for public input on special projects and general City activities.

Seeking an outgoing professional who values partnership and develops and supports relationships to get things done. A strong candidate will have experience working with community groups. Lead staff person for the City website and social media. Fluency in Spanish is required. Starting wage \$31.99-39.95 hourly with excellent benefits.

Position open until filled with first review October 7, 2022. Please submit a resume and application to j.gray@cityofhoodriver.gov or at City Hall, 211 2nd Street, Hood River, OR 97031. Application and Job Description are available at <https://cityofhoodriver.gov/employment-opportunities/> For questions, please call 541-387-5212.

Coordinador(a) de Envolvimiento Comunitario y Asistente de Proyectos Especiales

La coordinación de involucramiento comunitario incluye la planificación y organización de actividades y colaboración con la comunidad para obtener aportes del público sobre proyectos especiales y actividades generales de la Ciudad.

Buscamos un profesional extrovertido que valore la asociación y desarrolle y apoye las relaciones para hacer las cosas. Un candidato sólido tiene que tener experiencia trabajando y abogando grupos comunitarios. Será la persona principal en el sitio de web de la Ciudad y el mantenimiento de las redes sociales. Se requiere fluidez en español. Salario inicial \$31.99-39.95 por hora con excelentes beneficios.

Puesto estará vacante hasta que se llene con la primera revisión el 7 de octubre de 2022. Por favor, envíe un currículum y solicitud a: j.gray@cityofhoodriver.gov o al ayuntamiento, 211 2nd Street, Hood River, OR 97031. La solicitud y la descripción del trabajo están disponibles en <https://cityofhoodriver.gov/employment-opportunities/> Si tiene preguntas, por favor llame al 541-387-5212.



CITY OF HOOD RIVER

Administration Department

211 2nd Street, Hood River, OR 97031 Phone: (541) 386-1488

Job Description

Title: Community Engagement Coordinator
Department: Administration
Reports to: City Manager
Classification: Permanent, Full-time
Salary Scale: General Service Grade G

PRIMARY RESPONSIBILITY

This position supports all departments and functions of the city through:

1. Community engagement
2. Communications coordination
3. Equity coordination and training

This dual-responsibility position works directly under the City Manager. Community engagement coordination includes planning and organizing engagement activities and collaborating with the community for public input on special projects and general City activities. Special projects assignment includes assisting project managers to make more rapid progress on City Council goals and managing various other projects.

SUPERVISION RECEIVED AND EXERCISED

This position works under the direction of the City Manager and coordinates closely with department heads and project managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The list of duties is a representative sample of the work appropriate to this class and does not include all the essential or marginal duties that may be assigned to a position. The incumbent may perform a combination of some or all the following duties:

Community Engagement

- Researches, implements and administers effective outreach programs or events that raise awareness and increase connections between residents, elected officials, and city staff.
- Provides strategic guidance to elected officials and city staff on key partnerships, community relationships, and coalition-building activities. Acts as a representative on committees, interagency task forces, special projects, and other community outreach activities.
- Establishes, manages, and maintains relationships with community-based organizations and stakeholders, including cultural and diversity-focused groups, social services, non-profits, and others. Ensures participation, communication, and input from and to these groups to inform, guide, enhance and support programs and activities for the community and organization.

- Keeps a strategic eye on how city decisions are made to ensure that the public's voice is considered, making sure a wide range of voices are heard in Hood River's land use decisions, transportation projects, and a wide range of other community activities. Advise project managers on community engagement needs and best techniques for gathering and acting upon relevant input.
- Organize and conduct a wide variety of engagement activities, such as community meetings, open house events, focus groups, surveys and other methods that promote input for programs and projects. Analyze data, conduct research and create reports on behalf of the city.
- Lead internal (employee) engagement activities to connect staff to other city employees, programs, and departments. Coordinate all-staff meetings, cross-departmental activities, and internal communication tools with a "many departments, one-city" approach.

Communication

- Manages the City's translation program, analyzes target audiences and locations to determine language needs. Coordinates with internal or external translators or interpreters. Arranges for in-person interpretation services.
- Lead staff person for the City website and social media. Develop and schedule content for city pages in coordination with city staff and outside contractors. Develop policies and best practices for webpages and social media; train city staff in its use.
- Create materials for the public using a wide variety of mediums, including printed materials, news releases, photo and visual graphics, and videos to communicate the City's message to the general public and specific audiences.
- Serve as backup Public Information Officer (PIO) for the City, including serving in the Emergency Operations Center when required.
- Performs other duties as assigned.

Equity:

- Educate city leadership and project managers on ways to consider and incorporate equity concerns into City operations and decision-making processes.
- Provide or coordinate equity training for staff at all levels
- Support hiring managers in recruiting and retaining a diverse workforce; develop policies and practices to make the City an inclusive workplace.

QUALIFICATIONS

The ideal candidate will bring fresh ideas and a track record of activating and energizing communities and delivering projects. A person who has a big-picture vision and the ability to coordinate communications and engagement projects execute details. Collaborative: An outgoing professional who values partnership and develops and supports relationships to get things done. Ability to build and nurture relationships.

A strong candidate will have experience working with community groups. **Fluency in Spanish is required.** Strong written and verbal communication skills in English and Spanish, experience in local governance, a creative approach to problem-solving.

Must be able to work flexible schedule that may include occasional evenings or weekends for specific community engagement projects.

An ability to learn and understand functions and services of different City departments will be necessary.

Education, Training and Experience:

Bachelor's degree and three years' experience in communications and/or community engagement or equivalent mix of education and experience.

Fluency in English and Spanish, with the ability to translate technical writing verbally and in writing.

Demonstrated experience should include:

- Developing and maintaining relationships with community organizations, committees, and leadership teams.
- Working with community groups.
- Preparing written, verbal, and electronic communications on behalf of a governmental or non-profit entity.
- Creating print, video, and electronic communications for a general audience

Licensing and Other Requirements:

Ability to possess and maintain a valid driver's license.

Expected to work evenings and weekends on a flexible schedule.

Duties will occasionally involve dealing with distraught or difficult individuals and attending meetings or activities outside normal working hours.

The City of Hood River is an Equal Opportunity Employer, in compliance with the Americans with Disabilities Act; the City of Hood River will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approved: City Manager _____

Date: _____

EMPLOYMENT APPLICATION

CITY OF HOOD RIVER

Received: _____

QUESTIONS WITH AN * REQUIRE A RESPONSE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE.**JOB INFORMATION**

* POSITION TITLE:

PERSONAL INFORMATION

* FIRST NAME

MIDDLE INITIAL

* LAST NAME

* ADDRESS

* CITY

* STATE

* ZIP

HOME PHONE

ALTERNATE PHONE

* EMAIL ADDRESS

* WHICH METHOD DO YOU PREFER TO BE NOTIFIED ABOUT YOUR APPLICATION STATUS? EMAIL PAPER PHONE**EDUCATION**

WHAT IS YOUR HIGHEST LEVEL OF EDUCATION:

 Some High School Some College Associate's Degree Master's Degree High School Technical College Bachelor's Degree Doctorate**HIGH SCHOOL EDUCATION**DID YOU GRADUATE FROM HIGH SCHOOL OR RECEIVE A G.E.D.? YES NO IF NO, WHAT WAS THE HIGHEST LEVEL COMPLETED? 7 8 9 10 11 12

SCHOOL NAME

CITY

STATE

COLLEGE/UNIVERSITY EDUCATION

SCHOOL NAME

DEGREE RECEIVED

SCHOOL LOCATION (CITY/STATE)

DID YOU GRADUATE?
YES NO SEMESTER QUARTER
OF UNITS COMPLETED:

MAJOR

SCHOOL NAME

DEGREE RECEIVED

SCHOOL LOCATION (CITY/STATE)

DID YOU GRADUATE?
YES NO SEMESTER QUARTER
OF UNITS COMPLETED:

MAJOR

SCHOOL NAME

DEGREE RECEIVED

SCHOOL LOCATION (CITY/STATE)

DID YOU GRADUATE?
YES NO SEMESTER QUARTER
OF UNITS COMPLETED:

MAJOR

DRIVER'S LICENSE INFORMATION* IF THE POSITION INVOLVES DRIVING, DO YOU HAVE A VALID LICENSE? YES NO

STATE WHERE ISSUED

CLASS

CERTIFICATES & LICENSES

TYPE

DATE ISSUED (MONTH/YEAR)

EXPIRATION DATE (MONTH/YEAR)

LICENSE NUMBER

ISSUING AGENCY

TYPE

DATE ISSUED (MONTH/YEAR)

EXPIRATION DATE (MONTH/YEAR)

LICENSE NUMBER

ISSUING AGENCY

WORK HISTORY

DATES From	To	EMPLOYER	POSITION TITLE
ADDRESS	CITY		STATE
COMPANY WEBSITE	PHONE NUMBER	SUPERVISOR (NAME & TITLE)	
HOURS WORKED PER WEEK		MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>	

DUTIES

REASON FOR LEAVING

DATES From	To	EMPLOYER	POSITION TITLE
ADDRESS	CITY		STATE
COMPANY WEBSITE	PHONE NUMBER	SUPERVISOR (NAME & TITLE)	
HOURS WORKED PER WEEK		MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>	

DUTIES

REASON FOR LEAVING

WORK HISTORY

DATES From	To	EMPLOYER	POSITION TITLE
ADDRESS	CITY		STATE
COMPANY WEBSITE	PHONE NUMBER		SUPERVISOR (NAME & TITLE)
HOURS WORKED PER WEEK			MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>

DUTIES

REASON FOR LEAVING

DATES From	To	EMPLOYER	POSITION TITLE
ADDRESS	CITY		STATE
COMPANY WEBSITE	PHONE NUMBER		SUPERVISOR (NAME & TITLE)
HOURS WORKED PER WEEK			MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>

DUTIES

REASON FOR LEAVING

SKILLS**OFFICE SKILLS**

TYPING (NET WORDS PER MINUTE)

DATA ENTRY (NET WORDS PER MINUTE)

OTHER SKILLS

SKILL	SKILL LEVEL <input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT	EXPERIENCE (YEARS OR MONTHS)
SKILL	SKILL LEVEL <input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT	EXPERIENCE (YEARS OR MONTHS)
SKILL	SKILL LEVEL <input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT	EXPERIENCE (YEARS OR MONTHS)

LANGUAGES OTHER THAN ENGLISH THAT YOU ARE PROFICIENT IN

LANGUAGE

 SPEAK READ WRITE

LANGUAGE

 SPEAK READ WRITE**EMPLOYMENT OBJECTIVE****ADDITIONAL INFORMATION**

Clinical Experience, Honors & Awards, Interests & Activities, Military Service, Personal, Professional Associations, Professional Memberships, Publications, Technical, Volunteer Experience, Other/Miscellaneous

ATTACHMENTS

Please list any attachments you are including with your application.

Signature Verbiage

I hereby certify that I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application.

I certify that all the information provided in this application is true and accurate and I have not withheld any information relative to my application. I understand that any misrepresentation or omission, as well as any misleading statements or omissions of application information, attachments or supporting documents may result in denial of employment or immediate termination.

I understand that an in-depth background check may be conducted prior to employment with City of Hood River. This may include, but is not limited to, a Criminal History check, a DMV check, education and certification verification, and contact with previous employers and references in order to determine suitability for employment and ability to qualify for employment with City of Hood River.

I authorize representatives of City of Hood River to contact the employers and references listed in this application (or otherwise provided by me), except as otherwise indicated, and any other person as developed through these contacts in order to determine my suitability for employment. I understand that as the process progresses I may be required to provide additional information in order that a thorough background check can be completed. I understand that if hired, either the City of Hood River or I may terminate my employment relationship at any time, for any lawful reason, with or without cause, and with or without advance notice, unless my employment is covered under a collective bargaining agreement. Other than promises that may be found in that collective bargaining agreement, I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

I understand that this completed application is the property of City of Hood River and will not be returned. I understand that I must notify the Human Resources department at City of Hood River of any changes in my name, address, or phone number.

I have read and understand the above information.

X

SIGNATURE OF APPLICANT

DATE

SUPPLEMENTAL QUESTIONS

The purpose of the following questions is to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies. The information obtained also includes additional job related information, such as your preference of work hours and locations, to better evaluate you for the position for which you are applying.

QUESTIONS WITH AN * REQUIRE A RESPONSE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE.

* MONTH/DAY OF BIRTH:
EXCLUDE YEAR

*1. IN ADDITION TO THE "OTHER NAME" YOU MAY HAVE ALREADY PROVIDED, ARE THERE ADDITIONAL NAMES YOU HAVE WORKED OR ATTEND SCHOOL UNDER? IF SO, UNDER WHAT NAME(S)? IF YOU HAVE NEVER WORKED OR ATTENDED SCHOOL UNDER ANOTHER NAME, PLEASE ENTER "NA."
 NA

*2. DATE YOU ARE AVAILABLE TO START.

*3. PLEASE INDICATE WHICH HOURS YOU ARE WILLING TO WORK: (CHECK ALL THAT APPLY)

FULL TIME PART TIME TEMPORARY FULL TIME TEMPORARY PART TIME VOLUNTEER INTERNSHIP

IF YOU MARKED THAT YOU ARE NOT AVAILABLE FOR ALL HOURS OR DAYS, YOU ARE WELCOME TO PROVIDE AN EXPLANATION.

* 4. HOW DID YOU LEARN ABOUT OUR JOB OPENING? (PLEASE CHECK ALL THAT APPLY)

- CAREERBUILDER.COM
- CRAIGSLIST.COM
- DICE.COM
- GOVERNMENT FINANCE OFFICERS
- GOVERNMENTJOBS.COM
- CITYOF HOOD RIVER WEBSITE
- OREGON CPCU SOCIETY
- OREGON EMPLOYMENT DEPARTMENT
- OREGON MUNICIPAL FINANCE OFFICERS
- OREGON PRIMA
- OREGONIAN NEWSPAPER
- OREGONIAN ON-LINE
- STATEMAN JOURNAL NEWSPAPER
- UNDERWRITINGJOBS.COM
- OTHER _____

*5. HAVE YOU PREVIOUSLY WORKED FOR THE CITY OF HOOD RIVER?

- YES
- NO

*6. This is a voluntary question; however, if you are interested in veterans hiring considerations, we will need to know your veteran's status. Do you meet the definition of a veteran? A veteran is defined as: (1) A veteran must have served on active duty with the Armed Forces of the United States for a period of more than 90 consecutive days beginning January 31, 1955 or 178 consecutive days beginning after January 31, 1955, and have been discharged under honorable conditions; or (2) A veteran must have served on active duty with the Armed Forces of the United States for 178 days or less and have been discharged under honorable conditions because of a service-connected disability (disabled veteran); or (3) A veteran must have served on active duty with the Armed Forces of the United States for at least one day in a combat zone and have been discharged under honorable conditions; or (4) A veteran must have received a qualifying military decoration for service in the Armed Forces of the United States; or (5) Be receiving a nonservice-connected pension from the US Dept. of Veterans Affairs. A veteran may submit his/her Certificate of Release or Discharge from Active Duty (a federal DD form 214 or 215) with his/her application for employment.

- YES
- NO

* 7. This is a voluntary question; however, if you are interested in disabled veterans hiring considerations, we will need to know your veteran's status. The definition of a disabled veteran is: (1) Entitled to disability compensation under laws administered by the US Dept. of Veterans Affairs; or (2) Discharged or released from active duty for a disability incurred or aggravated in the line of duty; or (3) Awarded the Purple Heart for wounds received in combat. A disabled veteran may submit a copy of his/her veteran's disability preference letter from the U.S. Department of Veterans Affairs.

- YES
- NO