

COMMUNITY OUTREACH COORDINATOR

NATURE OF WORK

This is specialized work assisting in developing and implementing procedures for recruitment and retention of people of color.

Work involves planning and implementing diversity related activities, conducting research and creating informational presentations related to diversity issues and assisting in the development of meaningful measurements to determine the effectiveness of diversity initiatives. Work also involves promoting City of Lincoln job openings, assisting the ethnic minority communities in better understanding the City application process and serves as a resource in the development and implementation of training programs for managers and staff which enhance skills in working with diverse peoples and cultures. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and effectiveness of services provided.

EXAMPLES OF WORK PERFORMED

Assists in developing and implementing procedures for recruitment and retention of people of color.

Participates in cultural activities representing the City of Lincoln including, but not limited to, "Juneteenth"; El Centro de las Americas, "Tango Festival"; the "Martin Luther King" breakfast at the State Capitol; "World Day on the Mall"; the annual "Civil Rights Conference"; Celebrate Lincoln"; and others.

Identifies opportunities and methods for employees to contribute to diversity initiatives and programs; provides input and guidance to the Director of Equity and Diversity in the development and maintenance of the Equal Access and Diversity Plan.

Serves as a resource and assists in the development and implementation of training programs for managers and staff which enhance skills in working with diverse peoples and cultures; represents the City of Lincoln on various community boards/councils related to diversity.

Promotes City of Lincoln job openings; assist the ethnic minority communities in better understanding the City application process, including the direct provision of training to members of the public as required.

Plans and implements diversity related activities; conducts research and creates informational presentations related to diversity issues; Assists in the development of meaningful measurements to determine the effectiveness of diversity initiatives.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the Lincoln community and it's ethnic composition.

Considerable knowledge of City services and the City job application process and how to access the job hotline.

Knowledge of human services principles and practices.

Knowledge of Equal Access, Diversity Plan for the City of Lincoln and Lincoln Municipal Code Title 11.

Knowledge of diversity issues as they impact organizational philosophies and relationships.

Ability to conduct needs analysis in order to create and enhance the organizational diversity program.

Ability to comfortably speak to public groups and/or conduct training.

Ability to prioritize work demands and work with minimal supervision.

Ability to provide bilingual and bi-cultural services for the City to different ethnic communities.

Ability to establish and maintain effective working relationships with clients, co-workers, human service agencies and the general public.

Ability to work independently and maintain records as well as prepare summaries and data reports.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in public administration, social or behavioral sciences, business administration or a related field with considerable experience in human service work.

MINIMUM QUALIFICATIONS

Graduation with an Associate's degree from an accredited college or university with major course work in public administration, social or behavioral sciences, business administration or a related field with experience in human service work; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.