



Example of Community Outreach Job Description

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Our innovative and growing company is hiring for a community outreach. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for community outreach

- Facilitate topic-based campus/community networks focused on environmental sustainability and the natural sciences, and guide the process to develop strategic objectives and work to achieve those objectives through providing support for aligned activities, leveraging campus and community resources and identifying opportunities for faculty and staff to collaborate with off-campus organizations
- Provide leadership for an emerging campus-community partnership based on the City of Boulder's Climate Commitment and Action Plan, which seeks to leverage technological, economic and social solutions to climate change
- Coordinate network-building events, facilitate communication between network partners, and work with communicators to provide powerful and consistent messaging
- Monitor and maintain lists of internal and external contacts and resources and support other staff in mapping of outreach and engagement (O&E) networks and maintenance of community partner database
- Demonstrated success engaging with diverse constituents
- Ability to successfully navigate controversial and contentious issues of public concern
- Organizational and program management skills (detail oriented, contentious, reliable, respectful and communicative)
- Background and/or knowledge of environmental (especially climate) science and planning
- Knowledge of the state of Colorado – its distinctive history, geography, politics and culture

Qualifications for community outreach

- Must have ability to work independently to complete tasks in a timely manner, , the ability to function as part of a team
- Experience in customer service and community outreach preferred
- Ability to effectively communicate orally and in writing to include ability to conduct presentations and trainings to small intercompany groups large client gatherings
- Experience in advanced sourcing and recruiting with a client with a defined process preferred
- Must clear a criminal background check (DOJ and FBI)
- Two years of volunteer management experience focused on motivating and engaging volunteers