Community Services Specialist - OUTREACH

**Position Summary**
This position is responsible for developing and executing marketing and outreach strategies to increase awareness and utilization of programs within the Division of Community Services, as well as developing and executing programs that serve the community and targeted populations.

Pay Grade 53

$4,255.58 Monthly

**Minimum Qualifications**

100% -

1. Four (4) years work experience in community outreach, multicultural or related programs; AND

2. Bachelor’s degree from an accredited college or university in marketing, social work, communications, psychology or related fields; OR

3. An equivalent combination of related education and/or experience.

4. PROOF OF EDUCATION, TRAINING AND/OR EXPERIENCE IS REQUIRED.

**Duties and Responsibilities**

1. Conducts outreach activities, which promote the services of the DCS.

2. Assists in developing outreach strategies for the community, service providers and targeted populations.

3. Creates and coordinates the creation of promotional materials for various audiences to support DCS.

4. Drafts, coordinates and/or assists in the publication of the monthly newsletter.

5. Represents DCS and SCG in internal and external promotional events.

6. Trains other members of the team on outreach strategies and activities.

7. Assists with data collection, analysis and reporting of outreach and engagement activities.

8. Assists in developing and utilizing measuring tools to inform and determine the effectiveness of outreach and engagement strategies.

9. Assists with carrying out the functions of the Community Engagement and Outreach office.

10. Performs other related duties as required or directed.
Knowledge, Skills and Abilities

KSAs -

1. Knowledge of the social service community.
2. Knowledge of community needs.
3. Knowledge of community resources.
4. Skilled in navigating the social sector.
5. Strong written and verbal communication skills.
6. Ability to conduct group presentations.
7. Ability to forge relationships, both internal and external.
8. Ability to develop outreach materials.
9. Ability to work with and train team members.

Special Requirements

1. Must possess a valid Tennessee driver's license or secure one upon date of employment.
2. Must have daily access to an operable automobile for daily use and meet county requirements for automobile insurance upon date of employment.

Disclaimer

This position is subject to a background check for any convictions that have a substantial relationship to potential job duties. Only convictions that are substantially related to potential job duties will be considered and will not automatically disqualify the candidate.

To Apply: Please send resumes to Janet.Lo@shelbycountytn.gov

https://www.shelbycountytn.gov/3302/Employment-Opportunities