



Job Description

POSITION TITLE: **GVCC Outreach Specialist** #2436
Greater Valley Conservation Corps
County Operated Schools and Programs

SALARY PLACEMENT: **Classified/Confidential Supervisor Salary Schedule**
Range 5

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Must possess a high school diploma or equivalent. Proficient in the use of tools appropriate for various work projects and a general knowledge of recycling, environmental stewardship, natural resource and outreach services. Must be able to work weekends and have the flexibility to work various work shifts.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Three years' experience working and/or training in the area of recycling, environmental stewardship, natural resources and outreach services. Experience working with young people of a diverse background. Three years of experience in planning, developing, and implementing community outreach, communications, or marketing strategies and programs, two years of which must have been obtained in an conservation corps or environmental services organization, including two years of experience in a supervisory or management capacity. Possess a Bachelor's Degree in marketing, public relations, communications, or other closely related field.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise and lead staff. Ability to operate a computer and knowledge of assigned software. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of applicable laws, codes, and regulations including federal and state regulations and policies that apply to recycling and natural resource programs; theories, principles, and practices of marketing, communications and outreach theories, practices and principles.

SUMMARY OF POSITION:

Under the direction of the GVCC Director, plans, organizes, coordinates, and directs the activities and staff of the Greater Valley Conservation Corps Community Outreach program; develops and implements the overall community outreach systems, programs, and partnerships for the Greater Valley Conservation Corps. Work with partner agencies to develop MOU's and long-term agreements in GVCC's coverage areas.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, associations, corpmembers, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent GVCC at local, regional, and state meetings, conferences, in-services, boards, councils, and events.

4. Communicate effectively both orally and in writing.
5. Establish and maintain cooperative and effective working relationships with others.
6. Work independently with little direction.
7. Meet schedules and time lines.
8. Develop, coordinate, and maintains communication systems for community outreach and advocacy to enhance public awareness, expand resources, and increase the Greater Valley Conservation Corps profile across the multiple county service territory.
9. Outreach and develop contacts and relationships with community members and representatives from partner agencies to enhance public awareness, expand resources, and ensure the Greater Valley Conservation Corps remains active and accessible within the community in order to enhance and expand GVCC.
10. Participate with the strategic leadership team in the development and management of work methodologies, processes, policies, procedures for program review, monitoring, resource development, and training in community outreach by utilizing program data collected from partners and multiple agencies.
11. Assist with the development of work methodologies, procedures and training in community outreach by utilizing program data collected from partners and multiple agencies.
12. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 50 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.