



City of Greenfield

COMMUNITY ENGAGEMENT ASSISTANT

Job Title:	Community Engagement Assistant
Department:	Grants
Reports To:	Community Engagement Coordinator
Employee Type:	Fulltime
FLSA Status:	Non-exempt
Effective Date:	06.2023

DEFINITION

With staff support and under moderate supervision oversees, implements, plans and supports a variety of programs (youth council, interns, community workshops, senior resident programs etc.) and events administered by the Community Engagement Coordinator and staff. The Community Engagement Assistant will be responsible for community outreach and public education, event planning and supporting other departments with event planning and advertising as needed, management of public information and social media. Serve as a liaison between community members / applicants and the Community Engagement Coordinator and cultivate partnerships for the city.

ESSENTIAL FUNCTIONS:

The following duties and functions are normal for this position. The omission of specific statements of the duties/functions does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of the City.

- Under moderate supervision of the Community Engagement Coordinator, plan, organize and promote city events for the community and support other city departments with event planning as needed.
- Prepares and distributes public information and community outreach materials, announcements, and other efforts to promote, inform and educate the community on city activities and objectives.
- Supports or oversees Youth Council or other program activities.
- Answers and responds to incoming calls, takes reliable messages, and routes to appropriate staff.
- Prepares correspondence, forms, reports, manuals and presentations for the coordinator and other staff members as assigned.
- Compiles, maintains, and files all reports, records, and other documents as required.
- Provides initial contact with the public for callers contacting the City over the telephone and occasionally at a public counter; determines the nature of the contact; provides factual information regarding services, policies and procedures, takes messages, or direct the caller to the proper individual or agency.
- Coordinates announcements on social media.
- Solicits, organizes and supervises volunteers to support city and community activities and events.
- Performs other duties as assigned.



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Communication: Communicates with the other City employees regarding community engagement activities. Establish work relationships with partnering agencies. Verbal and written communication; community outreach, create promotional material in English and Spanish. Public speaking when explaining purpose of workshops or other programs.

Mental: Comprehends and makes suggestions from written material (for example: City policies, and procedures). Prioritizes work assignments. Learns job-related material through on-the-job training and/or independent study.

REQUIRED KNOWLEDGE, SOFT SKILLS, AND ABILITIES:

- Ability to plan and organize events with partner agencies and staff members.
- Standard office practices and procedures, including the operation of standard office equipment.
- Microsoft Excel.
- Ability to speak in Spanish interpret and translate.
- Ability to adapt to variety of department needs.
- Critical thinking, creativity, and adaptability.
- Ability to self-direct.
- Business letter writing for correspondence and reports.
- Correct English usage, including spelling, grammar, and punctuation.
- Techniques for dealing with and solving the problems presented by a variety of individuals, in person and over the telephone.
- Establishing and maintaining effective working relationships with those contacted during the course of work.
- Planning, organizing, administering, coordinating, reviewing, and evaluating the functions of the department and meeting critical deadlines.
- Making accurate arithmetic calculations.
- Compiling and summarizing information to prepare clear and accurate reports.
- Typing or word processing at a rate of 40 net words per minute.
- Must exhibit maturity, professionalism, confidentiality, and the ability to remain focused on tasks, meet deadlines, and show initiative.
- Ability to establish and maintain effective working relationships with personnel and private organizations.
- Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS REQUIRED:

High school diploma or GED; and any combination of training, education, or experience equivalent to graduation from an accredited college or university with an associate degree of administrative experience



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or a related field that has provided the knowledge, abilities, and skills necessary for a Community Engagement Assistant.

ADDITIONAL REQUIREMENTS:

License

Must possess a valid California class C driver's license and have a satisfactory driving record that is acceptable by the City's insurance carrier.

Background

Must be able to successfully pass a comprehensive background check.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment and mobility to set up workshops and event sites; stamina to maintain attention to detail and work on a computer for an extended period of time; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone. Requires the ability to exert physical effort, including but not limited to, lifting, carrying, stooping, squatting, reaching, pushing and/or pulling, etc. of objects and materials of generally 25 - 50 pounds.

All statements listed in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job and organization change.

Employee Values: All employees of the City of Greenfield are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.