

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Outreach Program Coordinator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Planning and Construction	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	054 OTBS
ISSUED:	October 13, 2009		

SUMMARY DEFINITION:

Plan, organize, and support community and business outreach activities for Proposition S including educational, training and internship programs; provide administrative support to expand emerging business enterprise participation in the Proposition S Bond Program.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Support the Manager, Outreach Program in developing and implementing a variety of outreach activities engaging small/emerging businesses, contracting representatives and other key stakeholders; coordinate event details, including negotiating with venues, writing scripts, developing timelines, and producing promotional and supplementary materials. **E**

Coordinate community outreach meetings and special events pertaining to the Proposition S Outreach Program, promote existing and new construction programs and policies, and actively seek key community members' participation in the district's Proposition S Construction Program. **E**

Prepare and disseminate Outreach Program information material to contractors and small/emerging businesses; manage and respond to requests from stakeholders; plan and coordinate in-community special projects. **E**

Assist in ensuring partnerships with diverse contractors utilizing an in-depth understanding of small/emerging business qualification requirements and processes. **E**

Develop and maintain professional relationships with business representatives, community members, and business organizations. **E**

Coordinate small business outreach duties on a daily basis to engage small/emerging business contractors in Proposition S projects; maintain files on publications, bid releases and the award of Proposition S work to small and emerging businesses; maintain stakeholder database using a variety of software applications. **E**

Develop oral and written communications for both internal and external audiences; plan and supervise the preparation of presentations, newsletters and other collateral; deliver messages to diverse communities in the district, and support communication with the media, elected officials and community groups. **E**

Support the Contracting Division in reporting Emerging Business Enterprise (EBE) utilization and involvement in Proposition S projects; conduct research, analyze data, and prepare and maintain a variety of statistical reports, records and files; compose reports, procedures, and correspondence covering a wide variety of matters. **E**

Support the Project Stabilization Agreement (PSA) Coordinator with development of collateral materials and implementation of outreach and education events; write and design newsletters, flyers, presentations, training materials and other documents. **E**

Coordinate special studies and prepare reports; act as a resource to Proposition S staff, Board of Education, Independent Citizens Oversight Committee (ICOC) and stakeholders; represent the district and/or department at meetings. **E**

Direct assigned support staff members effectively and efficiently in a manner that supports the mission of the Outreach Team. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a degree in communications, social science, or related field and three years of relevant experience.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

Fluency in the Spanish and English languages.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal and state regulations and the Education Code relative to community outreach.

Labor compliance, labor law and contracting processes.

Small/emerging business partnership qualification requirements and processes.

Applicable policies and procedures related to Proposition S.

Modern theories, techniques, and methodologies of community engagement and workforce development.

Basic budget preparation and control.

Correct English/Spanish usage, grammar, spelling, punctuation and vocabulary.

Diverse cultures in the community.

Interpersonal skills using tact, patience, and courtesy.

Methods of statistical analysis and report writing techniques.

Oral and written communication skills in both English and Spanish.

Public speaking, presentations and communications.

Operation of modern office procedures, methods and equipment, including computers and assigned software.

ABILITY TO:

Work collaboratively with representatives of diverse community groups and district staff.

Establish and maintain cooperative and effective working relationships with all levels of district staff, outside entities and the public.

Compose routine and specialized correspondence and reports using proper grammar, spelling, punctuation and vocabulary with proficiency.

Exercise tact, diplomacy and independent judgment; maintain confidentiality.

Communicate effectively verbally and in writing with internal and external audiences.

Plan and organize work to meet schedules and timelines.

Work independently with little direction; understand and follow oral and written directions.

Independently perform complex research and special assignments.

Perform a wide variety of specialized and technical duties; apply computational and statistical skills.

Work effectively with computer software programs including Microsoft Access, Excel, Word and Project, PowerPoint, Windows and the Internet.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office and outdoor settings; driving to various locations (mileage reimbursement available).

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 6665

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