Community Outreach Coordinator

Effective Date: February 2020
JOB DESCRIPTION

POSITION TITLE: Community Outreach Coordinator

DEPARTMENT: Commercial and Public Affairs/ Community Outreach

POSITION DESCRIPTION: Salary: $35,750 - $54,516

GENERAL PURPOSE
Under the direction of the Community Outreach Manager, the Community Outreach Coordinator has the responsibility of implementing and executing community and stakeholder specific outreach campaigns and activities for the Port of Hueneme. The Community Outreach Coordinator will be a community liaison at essential outreach functions such as meetings, public events, as well as public forums. The Community Outreach Coordinator will also oversee the tracking of promotional items for Port related outreach functions. The Community Outreach Coordinator will assist in creating communications and related media for Port of Hueneme community relations. Additionally, the Community Outreach Coordinator will interface with staff to assist in the planning and execution of events at Port facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:

The Community Outreach Coordinator performs, but is not limited to, the following essential functions:

Perform and support community outreach for specific Port of Hueneme events and functions as directed by the Outreach Manager.

Conduct promotion of The Port of Hueneme through educational tours, public presentations and assist Port of Hueneme staff with community and neighborhood specific projects and help coordinate community forums and informational meetings to educate the public about Port of Hueneme projects.

Identify additional venues for Port of Hueneme promotional activities.

Assess and report to Community Outreach Manager promotional item quantities as needed and maintain real-time inventory of promotional items for distribution for Port outreach.

Be the point of contact for community events held on Port premises and keep track of requests and forms accordingly.

Assist with the creation of branded social media and printed media for Port related initiatives and outreach materials.

Coordinate with other departments for appropriate use of facilities, for tours, and other outreach events.

Maintain a monthly community calendar with important dates and key events related to Port outreach.

Assist in the community sponsorship process as needed.
Candidates must be able to perform outreach activities with groups such as nonprofits, government entities, and other community stakeholders.

Candidates must be able to multi-task and be a part of multiple projects with different departments within the Oxnard Harbor District.

Must be able to work evenings and some weekends.

**Department**

- Performs other related duties as assigned by the CEO, Port Director and Chief Operations Officer.

**QUALIFICATIONS**

**Knowledge:**

- This position requires at least 2 years of full time (40 hours per week) work experience in community promotions, education, outreach and engagement. This experience must include responsibility for program development and implementation of outreach activities, data gathering and distribution of materials. Knowledge of the Oxnard and Ventura County community is also preferred.

**Abilities:**

- Ideal candidate would be a self-starter, highly adaptive, and be able to identify key community activities and meetings and be able to properly represent the agency with materials and facts about the Port of Hueneme’s work and benefit to the community. Individuals interested must have strong written and verbal skills as well as be able to work in a fast-paced deadline-driven work environment. Candidates must also be computer literate and proficient in Excel, Outlook, PowerPoint and Word.

**MINIMUM REQUIREMENTS**

**Education, Training and Experience:** Bachelor’s degree with 2 years of community outreach or brand promotion experience or comparable experience and skills. Bilingual (Spanish/English) preferred.

**Licenses; Certificates; Special Requirements:**

- Possession of a valid California driver’s license and the ability to drive District vehicles.
- Must be able to pass a background check in accordance with current Federal and State Maritime facilities requirements, i.e.; must be able to successfully obtain a Transportation Workers Identification Card (TWIC).