



**CAREER OPPORTUNITY**  
**COMMUNITY OUTREACH SPECIALIST**

Salary Range: \$66,650 | \$96,030

**APPLICATION SUBMISSION DEADLINE: August 2, 2024, or until filled.**  
**THE OXNARD HARBOR DISTRICT, WHICH OWNS THE PORT OF HUENEME, IS SEEKING INTERESTED CANDIDATES TO FILL THE POSITION OF COMMUNITY OUTREACH SPECIALIST I. ANY INDIVIDUAL WITH AN INTEREST IN BEING CONSIDERED FOR THIS POSITION WILL NEED TO APPLY.**

**APPLICATION SUBMISSION REQUIREMENTS:**

- 1) **COVER LETTER (Including Desired Salary)**
- 2) **FULLY COMPLETED** Oxnard Harbor District Employment Application Form (*on Port's website*)
- 3) **RESUME** (with employment history and significant accomplishments)
- 4) **REFERENCES** (Submit two (2) Professional and two (2) Personal references)

**HOW TO APPLY: Applications will be accepted via one (1) of the following two (2) methods.**

- **BY EMAIL (attach all documents in a single combined PDF format in order as 1-4 above):**

HR@portofh.org (Important: Email Subject Line to read *exactly* as follows ;)  
HR- COMMUNITY OUTREACH SPECIALIST I

**OR.....**

- **BY US. POSTAL SERVICE:**

**THE PORT OF HUENEME**  
**Community Outreach Specialist I**  
**Attn: #345 HR-RECRUITMENT**  
**567 West Channel Islands Blvd.**  
**Port Hueneme, CA 93041**



<b>POSITION TITLE:</b>	COMMUNITY OUTREACH SPECIALIST I
<b>DEPARTMENT:</b>	ADMINISTRATION COMMERCIAL AND PUBLIC AFFAIRS
<b>SALARY MIN   MAX</b>	\$66,650   \$96,030
<b>POSITION DESCRIPTION:</b>	
<p><b><u>MISSION</u></b></p> <p>The Mission of this position is to emphasize the importance of community engagement, relationship-building, and promoting the Ports overall mission. The role of a Community Outreach Specialist is crucial in connecting the organization with the community and making a positive impact.</p> <p><b><u>GENERAL PURPOSE</u></b></p> <p>Under the direction of the Public and Community Relations Senior Representative, the Community Outreach Specialist has the responsibility of implementing and executing community and stakeholder specific outreach campaigns and activities for the Port of Hueneme. The Community Outreach Specialist will be a community liaison at essential outreach functions such as meetings, public events, as well as public forums. The Community Outreach Specialist will also oversee and assist in the tracking of port and community-related events. The Community Outreach Specialist will assist in creating communications and any other related forms of media for outreach purposes. Additionally, the Community Outreach Specialist will interface with staff and community partners to assist in the planning and execution of events that would occur at Port facilities and outside of the Port.</p>	
<b>ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:</b>	
<p><b><u>GENERAL JOB DESCRIPTION</u></b></p> <p>The Community Outreach Specialist performs, but is not limited to, the following essential functions:</p> <ul style="list-style-type: none"> <li>• Perform and support community outreach for specific Port of Hueneme events and functions as directed by the Public, Community and Labor Relations Manager.</li> <li>• Conduct promotion of The Port of Hueneme through educational tours, public presentations and assist with community and neighborhood specific projects and help coordinate community forums and informational meetings to educate the public about Port of Hueneme projects.</li> <li>• Identify additional venues for Port of Hueneme promotional activities.</li> <li>• Assess and report to Public, Community and Labor Relations Manager promotional item quantities as needed and maintain real-time inventory of promotional items for distribution for Port outreach.</li> <li>• Be the point of contact for community events held on Port premises and keep track of various requests and multiple forms accordingly.</li> <li>• Assist with the creation of branded social media and printed media for Port related initiatives and outreach materials.</li> </ul>	

- 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.
- Collaborate on multiple projects with different departments including taking the lead on assignments.
- Work evenings, holidays, and some weekends as directed.
- Performs other duties as assigned by the Public, Community and Labor Relations Manager, Chief Commercial Officer, and CEO & Port Director.

**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, event coordination, and distribution of outreach materials. Knowledge of the Oxnard and Ventura County community is also preferred.

**ABILITIES:**

Be a self-starter, highly adaptive, and be able to identify key community activities and meetings and be able to properly represent the Port with materials and facts about the Port of Hueneme’s work and benefit to the community. Must have strong written and verbal skills as well as be able to work in a fast-paced deadline-driven work environment. Must also be computer literate and proficient in Excel, Outlook, PowerPoint, and Word. Must be able to lift 20 lbs.

**MINIMUM REQUIREMENTS**

**Education, Training and Experience:**

Bachelor’s degree or equivalent 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 eligible to obtain a Transportation Worker Identification Card (TWIC)