

COMMUNITY OUTREACH EVENT COORDINATOR

DEFINITION

Participates in and supports the community outreach function for construction and modernization projects, as well as other programs and initiatives of the Facilities Services Division by performing a wide variety of duties relating to meeting and event planning, logistics, coordination, and other administrative tasks.

TYPICAL DUTIES

Assists in identifying, contacting, and working with different sectors of the community, school administrators, elected officials, LAUSD Board members, legislators, and regulatory agencies to engage them in the process of construction and modernization projects, as well as other programs and initiatives of the Facilities Services Division.

Schedules site visits with Community Outreach Organizers, school principals, project managers, vendors, and other individuals interested in specific community engagement events.

Assists Community Outreach Organizers in the coordination and planning of special events such as ground breakings and ribbon-cuttings.

Assists in the maintenance of financial records and expenditures for community outreach events through the use of spreadsheets.

Assists in scheduling and coordinating community meetings and events to engage and inform the community regarding construction and modernization projects, programs, and initiatives.

Creates and reproduces community outreach event flyers, invitations, mailing labels, notices, programs, posters, signs, and sign in sheets using routine desktop programs.

Ensures that flyers, invitations, and other event notices are properly disseminated to all individuals, parties, and groups that are to be affected by school construction and modernization projects.

Sets up and participates in meetings at designated sites and packs up community outreach material after the meetings are completed.

Maintains records, files, and other information.

Answers telephone requests for information and may make contacts to obtain and impart information.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Community Outreach Event Coordinator performs a variety of duties in support of the community engagement function ranging from event coordination and event expense tracking to clerical duties.

A Community Outreach Organizer is primarily responsible for engaging the different sectors of the community, school administrators, elected officials, regulatory agencies, and the Board of Education in the community engagement process of assigned projects, programs and initiatives.

A Senior Community Outreach Organizer is responsible for supervising and directing the efforts of a team of Community Outreach Organizers.

SUPERVISION

General supervision is received from a Senior Community Outreach Organizer, or the Director of Community Outreach. Work direction may be received from higher-level personnel in the Community Outreach Department. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Protocols of dealing with elected officials
- Office practices and procedures
- Operation of various office machines
- Event planning and logistics, including timely event planning and scheduling
- Principles of public relations
- Personal computers and peripheral equipment
- Mailing software, such as Smart Mail
- Microsoft Access, Excel, PowerPoint, and Word

Ability to:

- Efficiently organize and conduct various tasks in limited time frames
- Maintain files and keep accurate records
- Make simple arithmetic computations
- Generate routine correspondence and memoranda
- Work effectively with employees and the public under stressful and demanding conditions
- Communicate effectively, both orally and in writing
- Operate a computer and associated peripheral equipment

Special Physical Requirements:

Ability to stand, walk, bend, reach overhead, crouch, kneel, balance, push, pull, and lift up to 25 pounds

ENTRANCE QUALIFICATIONS

Education:

An associate's degree from a recognized college or university, preferably including courses in public relations, community relations, urban planning, business administration, public administration, or a related field. Additional qualifying experience may be substituted for the required college or university level education on a year-for-year basis, provided that graduation from high school, or evidence of equivalent educational proficiency is met.

Experience:

Two years of scheduling and record-keeping experience, preferably assisting with event planning and public relations activities.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Incumbents in this classification may be required to travel extensively and must be able to work flexible hours including evenings and weekends.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
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