



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	LIAISON COMMUNITY
DIVISION	DIVERSITY, EQUITY AND POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8302
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Works cooperatively with designated staff to establish and maintain a communications network in the designated area, provides leadership for the development and execution of an ongoing recruitment plan for the programs and services at the Center and assesses community needs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works cooperatively with the administrative assistant/community liaison in the establishment and maintenance of a communications network in the designated area

Represents the Coordinator at various meetings and functions

Assumes greater responsibility for the operation of the center in the absence of the Coordinator and the administrative assistant/community liaison

Notifies community members and organizations of programs operating in the facility

Provides leadership for the development and execution of an ongoing recruitment plan for programs and services at the center

Assesses community needs and keeps the appropriate center staff apprised of those needs to facilitate program planning

Works with community agencies to make arrangements for community meetings and forums to be held at the center

Develops and implements an ongoing community relations program and provides appropriate reports and feedback to the Coordinator

Sets up bi-yearly meetings with clubs, organizations and churches before each semester

Performs health services, if needed, for which training will be provided

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

One (1) year of successful experience in school/community relations

Skills in assessing community dynamics

Effective communication skills

DESIRABLE QUALIFICATIONS
Training or experience in the area of behavioral sciences or related field
Ability to establish and maintain rapport with persons from varying life styles and various community groups
Experience in a diverse workplace