

COMMUNITY OUTREACH COORDINATOR

NATURE OF WORK

This is specialized work assisting in developing and implementing procedures for recruitment and retention of individuals with varying identities and lived experiences, including protected characteristics.

Work involves planning and implementing anti-discrimination, as well as diversity, equity and inclusion (DEI) related activities, conducting related research and creating informational presentations and assisting in the development of meaningful measurements to determine the effectiveness of such activities and presentations. Work also involves promoting City of Lincoln services and employment; serving as a resource in the development and implementation of training programs for managers and staff which enhance skills in working with diverse populations. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences, and effectiveness of services provided.

EXAMPLES OF WORK PERFORMED

Assists in developing and implementing strategies and procedures to improve recruitment and retention of individuals with varying identities and lived experiences, including protected characteristics.

Develop working relationships and collaborative projects with partner organizations and agencies.

Provides fair housing services on-site at community cultural community centers and other community organizations; provides comprehensive fair housing education so participants can identify rights violations and learn self-advocacy tools.

Assists in the planning and implementation of the City of Lincoln's annual Civil Rights Conference; participates in other various DEI and cultural activities representing the City of Lincoln.

Identifies opportunities and methods for employees to contribute to DEI initiatives and programs; provides input and guidance to the Equity and Diversity Officer in the development and maintenance of the Equity, Access and Diversity Plan.

Serves as a resource and assists in the development and implementation of training programs for managers and staff which enhance skills in working with diverse peoples and cultures; represents the City of Lincoln on various community boards/councils related to anti-discrimination and DEI issues.

Promotes City of Lincoln services and employment; assists community members in better understanding the City service procedures and employment application process, including the direct provision of training to members of the public as required.

Plans and implements anti-discrimination and DEI related activities; conducts research and creates informational presentations related to anti-discrimination and DEI issues; assists in the development of meaningful measurements to determine the effectiveness of anti-discrimination and DEI initiatives.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the Lincoln community and its community members with varying identities and lived experiences.

Knowledge of human services principles and practices.

Knowledge of Equity, Access and Diversity Plan for the City of Lincoln and Lincoln Municipal Code Title 11.

Knowledge of anti-discrimination and DEI issues as they impact organizational philosophies and relationships.

Ability to conduct needs analysis in order to create and enhance the organizational anti-discrimination and DEI program.

Ability to comfortably speak to public groups and/or conduct training.

Ability to prioritize work demands and work with minimal supervision.

Ability to provide bilingual and bi-cultural services for the City to different communities.

Ability to establish and maintain effective working relationships with clients, co-workers, human service agencies, government agencies and the general public.

Ability to work independently and maintain records as well as prepare summaries and data reports.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation with an Associate's degree from an accredited college or university with major coursework in public administration, social or behavioral sciences, business administration or a related field with two years of experience in human service work; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

7/20