

TRELLIS
Position Description

Job Title: Community Outreach and Safety Specialist
Reports To: President/CEO
FLSA Status: Non-exempt, hourly Part-Time (Temporary)
Approved By:
Approved Date: April 15, 2022
Revised Date:

SUMMARY

This is a community building and engagement (CB&E) position that primarily focuses on the recurring three-year community impact measurement survey in the Garfield Neighborhood. This neighborhood has a majority minority demographic and is in a low-income census tract. The position will also support Trellis' CB&E work with community leaders and residents to build coalitions, partnerships and training to empower them to influence development in their neighborhood and provide them tools to prevent displacement.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Recruit, and train volunteers to work on projects that advance community safety and maintain the volunteer database.
- Prepare physical observation and data collection plan in our targeted neighborhood.
- Administer (with the assistance of volunteers) resident surveys.
- Assist in conducting neighborhood block observations.
- Acquiring, assessing, and summarizing information about the various neighborhoods along the corridor.
- Participate in community meetings.
- Assist with the research, reporting, and data collection of neighborhood safety indicators.
- Assist with the research on initiatives around safety land use, and displacement.
- Prepare a report that documents community safety impact in our targeted neighborhood using measure indicators.
- Attend training programs and help community members develop skills and abilities to positively impact their community.
- Support the Community Building and Economic Development department manager.
- Other duties may be assigned.

QUALIFICATIONS

- Desire and ability to work with a diverse group of people, particularly those living in low-income distressed neighborhoods
- Ability to work a flexible schedule (some night and weekends may be required)
- Candidate should be able to work independently while demonstrating a high degree of patience when working with a wide variety of clients.

EDUCATION and/or EXPERIENCE

High School and some college preferred.

LANGUAGE SKILLS

Bilingual in Spanish and English. Strong spoken (English and Spanish) and written (English) communication skills,

CUSTOMER SERVICE SKILLS

Ability to work with a diverse client base and community partners. Ability to work collaboratively across departmental lines. Comfortable working with diverse communities and clients. Ability to work independently and in a team environment

MATHEMATICAL SKILLS

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

COMPUTER SKILLS

Proficient in Word, Excel, and use of internal e-mail system.

CERTIFICATES, LICENSES, REGISTRATIONS

Employee must present proof of automobile insurance coverage. Minimum liability limits shall be \$100,000 bodily injury and \$25,000 property damage coverage or such limits as deemed appropriate by the Chief Executive Officer.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand, walk, talk and hear. Specific vision abilities required for this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change.

Trellis expects that every employee be reliable and punctual in attendance.

EMPLOYMENT & HIRING

We comply with Equal Employment Opportunity and Affirmative Action laws and regulations.

THIS JOB DESCRIPTION REPLACES ALL PREVIOUS JOB DESCRIPTIONS FOR THIS POSITION.

Acknowledgement of Receipt of job description

Name: _____ Date: _____