211info Position Summary

|  |  |
| --- | --- |
| TITLE | REPORTS TO  |
| Community Engagement Coordinator | Director of Partnerships |
| STATUS | HOURS PER WEEK: 40 |  |
|  Exempt | X Non-Exempt |
|  |
| **MISSION:** Our central hub empowers Oregon and Southwest Washington communities by helping people identify, navigate and connect with the local resources they need. |
| **CORE FUNCTION**: Build relationships with community partners, culturally specific organizations and health and social service providers in service area in order to improve equitable access to resources. Work closely with community partners to address local needs and to reach out to under-represented populations. Represent 211info at meetings and events. Provide agency and community feedback to 211info.  |
|  |
| **CORE ACCOUNTABILITIES**:  |
| 40% | **Partnership development:** Identify and cultivate new stakeholders; create and implement strategies to build relationships. Communicate with stakeholders in region to facilitate stronger networks. |
| 40% | **Community outreach:** Attend meetings and deliver presentations to community partners. Coordinate ongoing outreach and training to service providers and stakeholders in each assigned county. |
| 20% | **Collect resource information:** Work with Resource Database Team to ensure that database is current, accurate and complete. |

|  |
| --- |
| **CORE COMPETENCIES**:  |
|  |
| **Forward Thinking:** Anticipate opportunities, explore options and engage in creative problem-solving to expand health and social service partnerships. |
| **Critical Thinking:** Identify improvements and efficiencies in service delivery and expansion. |
| **Planning and Organizing:** Organize work effectively to reflect 211info’s priorities and ensure timely execution. |
| **Flexibility:** Provide leadership in adapting to change.  |
| **Equity:** Embrace and implement principles of equity and inclusion in all aspects of work. |
| **Promote Shared Values:** Build support for 211info values and represent the agency positively in public. |
| **Results Orientation:** Achieve high levels of personal and organizational performance. |
| **Develop Others:** Provide guidance and feedback to improve others’ performance and capability.  |
| **Communication:** Effectivelyconvey information through listening, writing, public speaking and group facilitation. |

|  |
| --- |
| **QUALIFICATIONS**:  |
|  |
| Commitment to 211info’s mission, vision, values, culture and history.  |
| Network of contacts with culturally specific health, social service and/or emergency services programs.  |
| Ability to provide trainings about 211info, including use of presentation tools. |
| Proven ability to work independently. |
| Ability to travel around region; access to a reliable car is required. |
| Ability to interact effectively with diverse clients and stakeholders. |
| Ability to adapt to changing community needs related to the pandemic, wildfires and other events affecting the region. |
| Reside within service area. |
| Bilingual and/or BIPOC preferred. |
|  |

|  |
| --- |
| **AGREEMENT**: Upon acceptance of employment, employee and supervisor’s signatures confirm that this job description has been reviewed and is understood to define the scope of work to be completed. I understand that this in no way constitutes an exhaustive list of my job duties, and that essential job functions/results may be subject to change at any time. The work schedule and program procedures are subject to change at any time. Continued employment after any change shall constitute acceptance by the employee. |
| **Employee (print name):**  |
| **Employee signature:**  |
| **Date:** |
| **Supervisor:**  |
| **Date:**  |
| **EQUAL EMPLOYMENT:** 211info provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or veteran status. 211info expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.  |