



CITY OF RENTON
invites applications for the position of:
**Community Outreach
Coordinator**

An Equal Opportunity Employer

SALARY: \$6,729.00 - \$8,196.00 Monthly
\$80,748.00 - \$98,352.00 Annually

OPENING DATE: 04/07/22

CLOSING DATE: 04/14/22 05:00 PM

UNION AFFILIATION: Non-Represented

DEPARTMENT: EHHS - Admin

JOB DESCRIPTION:

Are you looking to work in a collaborative environment that upholds equity and affirms an individual's identity, experiences, and contributions? **Renton is a growing and diverse community in which Black, Indigenous, and People of Color make up 59% of the population with over 90 languages spoken.** Renton's Business Plan has incorporated achieving equity into its mission statement. The city's new department of **Equity, Housing, and Human Services** is in search of a talented member to join a team committed to racial equity and create a long-term vision for community engagement practices throughout the organization. This person will spend time in the community, meeting people and building relationships. A "**people person**" who enjoys meeting others, is comfortable leading conversations and can build genuine relationships with a diverse range of community members. This person will be committed to fostering meaningful and equitable connections, even in difficult situations, is comfortable giving presentations, and leading conversations, and will build connections with other community partners. The ideal candidate has experience in cultivating fruitful and long-term relationships with communities to ensure they have a voice in government, especially those who have been historically marginalized. This position is key to the development and implementation of equitable and authentic **community engagement strategies** resulting in all voices being heard and reflected in departmental planning and decision-making processes including working with city departments and managing the outreach budget.

SUPERVISION:

Reports To: Equity, Housing, & Human Services Administrator

Supervises: None

ESSENTIAL FUNCTIONS:

- Promote the City's business plan mission to build an inclusive informed hate-free city with equitable outcomes for all in support of social, economic, and racial justice.
- Connect and build relationships with diverse community members, stakeholders, and City leadership.
- Plan and develop community outreach efforts, along with training/educational materials, to promote Renton's equity housing and human services programs among Renton's population.

- Lead the development and implementation of equitable and authentic engagement strategies that attract participants who reflect the diversity of the city of Renton, prioritizing those groups that have been marginalized and faced barriers to full participation.
- Work with City Departments to incorporate equitable and authentic outreach and engagement into their planning and decision-making processes.
- Work with City Departments to develop and manage a budget for community outreach and engagement, including translation costs and other accommodations to support full participation.
- Create opportunities for meaningful community input and participation by residents of all backgrounds, including initiatives to bolster community understanding of and engagement in the mechanisms of government.
- Develop culturally and linguistically appropriate education, tools, and resources that provide system level assistance to residents in accessing and navigating resources available to them.
- Coordinate and provide staff support on initiatives and events that involve public stakeholders and community groups.
- Work as part of a team to support the Equity Commission.
- Establish baseline and periodic metrics for community engagement; collect and analyze data to measure the impact of this work, making recommendations and adjusting strategies as needed.
- Develop comprehensive reports and databases; present and communicate data to stakeholders in a variety of formats.
- Develop and maintain accurate records of all activities, community input and feedback and develop reports and presentations to provide updates as requested to the department and/or elected officials.
- Contribute to an environment of teamwork and respect.
- Foster a culture of equity and inclusion by recognizing the diverse needs and perspectives of groups and individuals.
- Remain current with relevant technological advancements as it relates to field.
- Maintain regular, reliable, and punctual attendance.
- Perform other duties as assigned.
- May be assigned to support City priorities during emergencies.

EDUCATION, EXPERIENCE, AND LICENSE REQUIREMENTS:

- Bachelor's degree in Business Administration, Public Administration, Human Services or related field.
- Minimum 2 years of experience developing and implementing diversity, equity and inclusion strategies.
- Or minimum 6 years of relevant education and experience.
- Valid driver's license.
- Successful passing of a required background check.

Full job description can be found [here](#).

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SELECTION PROCEDURE:

The City of Renton is dedicated to building an inclusive, informed city, with opportunities for all. In alignment with that goal, the City has adopted an anonymous application process that prevents

hiring managers from seeing personal identifiers, including names, addresses, and other similar information. This eliminates the possibility of unintentional or implicit bias during the initial screening of applications. For that reason, you will not have the ability to attach any documents to your application, including a cover letter or resume. Please make sure to submit a complete, detailed, and updated job application.

Communication from the City of Renton:

We primarily communicate via e-mail during the recruitment process. E-mails from rentonwa.gov and/or governmentjobs.com should be placed on your safe domain list to ensure you receive notifications in a timely manner. As a precaution, you may also want to check your junk e-mail folders.

Telework Program

The City of Renton supports workers performing in a hybrid capacity (partial telework/in-office) where job responsibilities can be performed remotely. This position may be eligible for a telework arrangement, working certain days/times remotely, based on the operational needs of the City and specific Department. Regardless of job title or telework arrangement, City of Renton employees must reside in Washington State and within a reasonable distance to their worksite to respond to workplace reporting requirements.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.rentonwa.gov/jobs>

Job #2022 EHHS COC
COMMUNITY OUTREACH COORDINATOR
JD

OUR OFFICE IS LOCATED AT:
1055 South Grady Way
Renton, WA 98057
425-430-7650
bsandler@rentonwa.gov

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Community Outreach Coordinator Supplemental Questionnaire

- * 1. Thank you for your interest in joining the team at the City of Renton. You will not have the ability to attach any documents to your application, including a cover letter or resume. Please make sure to submit a complete, detailed, and updated job application. When applying for this position, you must thoroughly complete the education and work experience sections of your application and provide a thorough response to each of the Supplemental Questions. Failure to do so may result in elimination from further consideration.

Have you read and understood the information listed above?

☐ Yes ☐ No

- * 2. Including ASL, in which languages are you fluent in addition to English?
- * 3. Describe your experience in managing projects that involve multiple internal and external partners (civic agencies, regional, state and federal partners and private sector partners).
- * 4. Do you have experience with public speaking and presenting to large groups? If so, please describe. If not, write 'n/a'.
- * 5. Describe your experience establishing and monitoring metrics.

* 6. Describe your experience developing outreach and engagement strategies.

* Required Question