

COMMUNITY OUTREACH LIAISON

Department of City Development

THIS POSITION IS EXEMPT FROM CIVIL SERVICE

Appointment and continued employment is at the pleasure of the Commissioner of City Development

PURPOSE: The Community Outreach Liaison spearheads the Department of City Development's ongoing neighborhood redevelopment efforts. The individual works in collaboration with residents, stakeholders and other partners to promote the City's housing and neighborhood development programs to improve the quality of life in City neighborhoods.

ESSENTIAL FUNCTIONS:

- Integrate community outreach activities into housing and economic development programs and activities.
- Work to support the goals of the City's Targeted Investment Neighborhoods (TINS)
- Work with neighborhood residents and community organizations to identify issues and develop strategies to collectively address them
- Act as liaison between community groups, residents, and local government agencies.
- Identify, empower, and train neighborhood leaders who will address neighborhood challenges and implement improvement projects.
- Work with Community-based Organizations (CBO) and others to enhance resident involvement in targeted neighborhoods.
- Facilitate partnerships among schools, community organizations, businesses, lenders, real estate industry, foundations and others.
- Provide research and technical assistance to participating neighborhoods.
- Assist in grant writing and manage and monitor community improvement project grant programs.
- Complete reports relating to goals and objectives.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

- Bachelor's Degree in Business Administration, Public Administration or related field from an accredited college or university.
- 3 years Community Development experience.
- Valid driver's license and availability of a personal car at time of appointment and throughout employment. (Mileage allowance provided.)
- Residence in the City of Milwaukee within six months of appointment and throughout employment.

NOTE: Equivalent combinations of education and experience may also be considered.

KNOWLEDGE, SKILLS, AND ABILITIES AND OTHER CHARACTERISTICS:

- Ability to work with low-income families and diverse populations.
- Thorough knowledge of community organizing and leadership development.

Community Outreach Liaison (DCD, Exempt)

- Knowledge of public relations and effective community outreach methods.
- Familiarity with City neighborhoods and their housing needs.
- Effective written and oral communication skills.
- Ability to work independently and collaboratively to achieve program goals.
- Ability to work in a fast paced environment and meet deadlines, perform well under pressure and work effectively on multiple projects simultaneously.
- Advanced proficiency in Microsoft Office (Microsoft Word, Excel and Outlook) and database applications.
- **DESIRABLE QUALIFICATIONS:**
- Proficiency in Spanish or Hmong is preferred.

CURRENT SALARY RANGE (PR 2EX): \$44,194.28 to \$61,870.64 annually.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of City Development reserves the right to call only the most qualified candidates for an interview.

APPLICATION PROCEDURE: All applications are **due by August 22, 2012, at 4:00 p.m.** Applications may be obtained online at <http://city.milwaukee.gov/jobs> or by email from the Department of City Development, City of Milwaukee, lahoffm@milwaukee.gov. Return applications to Judith Allen, Dept. of City Development, 809 N. Broadway, 3rd Floor, Milwaukee, WI 53202.

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