

**CITY OF GREENBELT, MD  
CLASS SPECIFICATION**

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**CLASS TITLE:** Bilingual Community Outreach Coordinator  
**DEPARTMENT:** CARES  
**REPORTS TO:** Comm. Resource Advocate

**SALARY GRADE:** 11  
**FLSA STATUS:** NE  
**DATE:** 11/2022

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**JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:**

Under general direction coordinates community wellness and material resource programs, supervises interns, and works in conjunction with other departmental staff to provide resources to Greenbelt residents. Work is performed under the limited supervision of the Comm. Resource Advocate. Supervision may be exercised over assigned personnel.

**ESSENTIAL JOB FUNCTIONS:**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Coordinates community wellness programs for children, families and seniors.

Coordinates community food resource programs for children, families and seniors.

Coordinates community mental health screenings.

Coordinates with state, County, local and non-profit agencies.

Coordinates community outreach and education such as through newspaper articles and cable shows. Gathers information and writes reports.

Recruits, trains and supervises student interns.

Evaluates success of services and reports to Community Resource Advocate.

**IMPORTANT JOB FUNCTIONS:**

Works with CRA to provide community programs and events for children, families and seniors.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer                      General Office Equipment                      Automobile                      Mobile Telephone

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's Degree from an accredited college or university in Public Health, Social Work, Family Studies, with coursework in program development or a related field of study.

Moderate progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Valid Driver's License

**KNOWLEDGE, SKILLS, AND ABILITIES:****Knowledge of:**

Program Development and Evaluation

Community Outreach

Event planning and management

Pertinent Federal and State statutes and City ordinances.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Fluent in Spanish.

**Skill in:**

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, clients, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Effective delivery of community programs and events in a wide variety of settings.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Leading and supervising interns.

**Mental and Physical Abilities:**

Ability to work with diverse populations.

Ability to be tactful, courteous and poised in difficult situations.

Ability to establish and maintain effective working relationships with a variety of people.

Sensory requirements include standard vision requirements; vocal communication is required for expressing ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels. This is sedentary work requiring the exertion of up to 10 pounds of force sometimes.

**Working Conditions:**

Work is performed in an office and in the field exposing the employee to various outside atmospheric conditions, fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin. The employee is occasionally exposed to persons who have contagious diseases/illnesses, volatile situations and imminent danger when performing the essential functions of the job.

The incumbent's working conditions are typically moderately quiet to loud.

**NOTE:** This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.