



## **Community Liaison – Bilingual**

The Community Liaison – Bilingual is a member of LINC’s neighborhood engagement team and is called to serve as a LINC “ambassador” to the community and to implement community planning processes and neighborhood engagement strategies to ensure that the voice of the community is heard, and their potential maximized to create real and long term impact. The Community Liaison – Bilingual is particularly charged with building strong neighborhood connections with stakeholders, identifying and helping develop emerging leaders, and implementing sustained neighborhood engagement and outreach efforts for successful community planning implementation. The Community Liaison – Bilingual will then be responsible for direct and authentic community engagement/outreach, providing program support and recruitment for LINC’s programs and partners, and connecting residents to leadership development opportunities.

### **Responsibilities:**

#### **Community Organizing and Outreach**

- Serve as the communications liaison between the selected neighborhood and LINC.
- Conduct extensive community outreach in the selected neighborhood, including a strong presence at community events and meetings where there is opportunity for outreach.
- Establish, maintain and deepen relationships with community-based and/or faith-based organizations, schools and businesses in the neighborhood.
- Establish and maintain positive relationships with grassroots leaders in the neighborhood, significantly increasing pipeline of neighborhood leaders.
- Make presentations to community groups to share information about LINC programs and services.
- Recruit residents to participate in the LINC’s Leadership Academy and other LINC training and capacity building efforts.

#### **Community Planning**

- Develop and implement outreach activities to engage community members in the planning process.
- Participate in co-design process for community planning.
- Assist with the co-design and facilitation of community planning meetings.
- Cast vision for community meetings and create basics for logistics for community planning meetings.
- Assist with keeping records and preparing reports of community planning meetings and activities.



- Follow up on all inquiries and next steps identified in community planning process.
- As a result of their engagement efforts, increases participation and engagement of target populations in community planning meetings.
- Help collect and track data on key community issues.
- Recruit and train volunteers.
- Experience working with nonprofits as a community organizer or outreach specialist.

**Primary Objective:**

The Community Liaison – Bilingual will then be responsible for direct and authentic community engagement/outreach, providing program support and recruitment for LINC’s programs and partners, and connecting residents to leadership development opportunities.

The Community Liaison – Bilingual also helps initiate, coordinate and implement a variety of activities and neighborhood projects offered by LINC Neighborhood Services, including co-design and facilitation of community planning meetings, participate in peer-to-peer learning activities, and lead other neighborhood projects as assigned.

**Knowledge**

Candidate must have proficient knowledge in the following areas:

- Knowledge of community building principles and practices.
- Knowledge of Civic principles and practices.
- Knowledge of city and state government and ability to navigate systems.
- An ability to manage multiple projects efficiently to achieve results.
- An ability to listen and respond to diverse views.
- Demonstrated cultural competence.
- Deeper understanding of LINC UP’s Strategic Plan and Department goals.

**Skills**

Candidate must demonstrate the following skills:

- Excellent leadership skills
- Proven project management skills
- Team building skills
- Excellent facilitation, analytical, problem-solving, and planning skills



- High-energy, positive team player
- Self-motivated, collaborative problem solver
- Comfortable and adept at building relationships in diverse communities
- Highly organized with deliberate focus and careful attention to detail
- Knowledge of community building principles and practices
- An ability to manage multiple projects efficiently to achieve results
- Excellent analytical, problem-solving, and planning skills
- Has experience working with diverse community groups
- Works well with others in a challenging environment
- Excellent skills in public relations
- Demonstrated ability to meeting multiple deadlines
- Ability to support Director/Co-workers

### **Personal Attributes**

Candidate must demonstrate the following personal attributes:

- High level of Integrity
- High level of strict confidentiality
- Honest and trustworthy
- Respect for all people
- Possess cultural awareness and sensitivity
- Flexibility
- Demonstrate sound work ethics

The Community Liaison – Bilingual will possess a Bachelor's Degree in Public Administration, or Business Administration combined with three years administrative experience.

### **Working Conditions**

#### *Physical Demands*

The Community Liaison – Bilingual will spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Policy Strategist Liaison may also have to do some light lifting of supplies and materials from time to time.





### *Environmental Conditions*

The Community Liaison – Bilingual will have to manage time to effectively manage multiple deadlines and goals.

### *Sensory Demands*

Sensory demands include one-on-one conversations in person, on the phone, and use of the computer. The Community Liaison – Bilingual will be in an office environment that may be noisy and/or busy at times.

### *Mental Demands*

The Community Liaison – Bilingual will have to manage multiple projects any given time and need to respond to various requests within tight deadlines.

### **Statement of Non-Discrimination**

LINC is an Equal Opportunity Employer. LINC UP does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital state, sexual orientation, or military status, in any of its activities and operations. These activities include, but are not limited to, hiring, and firing staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

LINC UP is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant based on race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Please submit a cover letter and resume to: [human\\_resources@lincrev.org](mailto:human_resources@lincrev.org).  
No phone calls please

Rev. 03/23f