



Community Outreach Coordinator

ABOUT US

With a workforce of more than 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the sixth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

The Office of the Philadelphia City Controller is the independent watchdog agency of the City of Philadelphia that strives to promote honest, efficient, effective, and fully accountable city government. We address this mission by: providing timely and objective analysis on the availability of funds for all city contracts; preventing inappropriate spending of public funds; and providing objective, timely, and relevant information to city officials, the public, and other interested parties about financial operations of the city, and on ways to improve city operations and the use of public resources.

To learn more about the office, visit <https://controller.phila.gov>.

JOB SUMMARY

Reporting to the First Deputy Controller, the Community Outreach Coordinator will support the planning and implementation of outreach strategies, including working with internal and external partners to facilitate the City Controller's participation in community events. This position is responsible for connecting the City Controller and the Office of the City Controller with different neighborhoods, organizations and constituency groups through events, presentations and meetings.

ESSENTIAL FUNCTIONS

- Assist with the development and implementation of community outreach and engagement plans to reach Philadelphia communities.
- Attend community meetings and events to provide information about and promote the work of the Office of the City Controller.
- Develop and manage relationships with neighborhood stakeholders, including but not limited to, registered community organizations, faith based organizations and constituency groups.
- Collaborate and coordinate with community-based organizations, religious institutions, and key stakeholders to educate and provide resources as it relates to the Controller's Office.
- Ensure that the Office of the City Controller maintains active communication and presence in each section of the city of Philadelphia.
- Collaborate with the office's Communications Unit to provide pictures and videos for the Office of the City Controller's social media accounts.
- Work with the Communications Unit to prepare the City Controller for events, including participating in planning calls and preparing comprehensive briefing materials.

- Support the First Deputy City Controller, Communications Unit, and Investigations Division in constituent correspondence, including drafting constituent responses, coordinating with appropriate departments, and responding to constituent requests.
- Provide support and staffing for the City Controller during community events.
- Additional duties may be required. Management reserves the right to assign or reassign essential functions and responsibilities to this job at any time.

COMPETENCIES, KNOWLEDGE, SKILLS AND ABILITIES

- Superior communication skills demonstrating the ability to communicate information and ideas clearly and concisely; and convey complex concepts simply in writing and verbally to diverse audiences.
- Superior relationship-building skills, including an ability to connect and work with people from all backgrounds and maintain positive working relationships with diverse groups.
- Experience registering the Controller's office for community events and organizing community events from start to finish.
- Highly organized with a demonstrated ability to successfully manage time, handle multiple competing priorities and meet deadlines with minimal supervision.
- Learns quickly and is able to apply it in performance of job duties. Takes the initiative to continuously learn and develop skills/knowledge.
- Ability to work independently and as part of a team with both internal Controller's Office staff and external partners.
- Ability to provide residents with information when requested or be able to take initiative to find the appropriate contact to help.
- Proficient use of computers and related software applications such as Microsoft Excel, Word, Outlook and the internet.
- Awareness and understanding of the challenges vulnerable populations face.
- Awareness of the diverse cultures amongst the residents of Philadelphia.
- Values and encourages diversity of thought, background, and perspective.
- Must be available to work some evenings and weekends.
- Highly professional demeanor.

QUALIFICATIONS

- 3-5 years of experience with community outreach in diverse communities and implementing a community engagement strategy.
- Bachelor's degree required.
- Must be flexible and willing to travel (citywide).
- Valid driver license and reliable transportation required.
- Computer skills are essential.

ADDITIONAL INFORMATION

- Successful candidates must be a city of Philadelphia resident within six months of hire
- Some nights and weekends required
- Salary: \$50,000
- The City offers a competitive benefits package that includes medical, prescription, dental, vision and life insurance benefits as well as options for flexible spending accounts, commuter benefits and a 457(b) deferred compensation plan
- Office is located in the Municipal Services Building, 1401 John F. Kennedy Blvd. Philadelphia, PA 19102

Additionally, per the Vaccination and Mask Mandate for City Employees, you must be either fully vaccinated against COVID-19 or must have received one dose (if receiving a two-dose vaccine) by your start date with the City and will have a 30-day grace period to become fully vaccinated. During this grace period, you will be required to double-mask in City offices. Proof that you have received at least the first dose of the vaccination will be required on your start date.

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>.

HOW TO APPLY

Please send resume and cover letter to Kellan White (Kellan.White@Phila.gov) and Genevieve Greene (Genevieve.Greene@Phila.gov) by 5:00 p.m. on Friday, June 3, 2022.