





Community Engagement Ambassadors

(CEA)

Job Description:

Outreach and engages underrepresented residents of the City of Seattle to access City programs and resources. Build awareness among target audiences about opportunities available through the Recreation for All Initiative to increase support for innovative and sustainable programs. Provide opportunities for communities to strengthen their participation in City of Seattle Services and assist community in planning and implementing programs, special events and activities in their respective communities.

Goals:

- Create partnerships with organizations that represent underserved populations, helping to provide innovative new programs ; initiate and sustain successful programs
- Partner with approximately 25 new, responsive programs per year
- To provide support to local non-profit organizations and local community based groups, in offering programs, events to increase participation in community centers.
- Further strengthen the collaborative working relationship between Seattle Parks and Recreation and community organizations

The work requires knowledge of diverse community nuances specific to various neighborhoods to communicate and engage diverse groups in current program offerings, and the development of new programs. Work will be performed in field situations; this may include translations of documents and interpreting at workshops and or presentations for community member's consumption.

Job Responsibilities:

- Translation of media documents
- Outreach and public engagement about the Recreation for All Initiative grant program.
- Maintain personal contacts with the public; interact with grantees, program participants, potential applicants, and community leaders.
- Solicits information from participants and communities on physical/social needs/desires. Prepares recommendations for new program development or program revisions to meet community needs.
- Assist in response to comments, questions, and complaints from program participants.
- Assist community members to plan and conducts special events. Solicits volunteer participation in supervising recreational activities and special events.
- Maintains such records as attendance, program activities, volunteer participation and special events activities. Prepares weekly report of all outreach activities.
- Prepare and translates promotional materials for programs such as brochures, fliers, and posters.
- Develop partnerships with community groups and/or agencies.
- Work with culturally-specific communities which include immigrants and first-generation refugee populations.
- The ability to represent Seattle Parks and Recreation under limited supervision.
- Performs other related duties of a comparable level/type as assigned.

Minimum Qualifications:

- Requires experience in community engagement and outreach, program planning and reporting.

Desired Qualifications:

- Ability to speak a second language.
- Experience working in team-based environments.
- Experience working with computer software products; MS Word, Excel, and PowerPoint.

Work Environment/Physical Demands:

- Work evenings and weekends.
- Requires working outdoors in all types of weather.
- Normally required to lift up to 50 pounds.
- May require strenuous physical activity.

Program: Recreation for All Assessment Model

Facility:

Situation:

Priority Programs

Priority Age

Priority Partners

