# Outreach Specialist

**Grade: 5**

**FLSA: Non-Exempt**

**Date: 07-01**

**Job Summary:** To assist in assuring the Department of Aging & Human Services’ information and programs are promoted promptly and effectively, as well as assist with planning and coordinating events in the community by performing the following duties:

**Essential Functions:**

1. Coordinate outreach and marketing efforts by working closely with the Community Programs and Outreach Division Manager, Department staff, the County’s Communications Director, local media (newspapers, radio, and television stations) to distribute news releases and public service announcements;
2. Copyedit the bi-monthly Department newsletter, New Beginning, and additional releases and publications to be sent out to the community;
3. Ensure presentation materials, department brochures, and displays are available for conferences, shows, and events;
4. Find outreach opportunities throughout the St. Mary’s County community and set up outreach displays and interact with the community on a weekly basis – occasional evenings and weekends required;
5. Assist in coordinating Department of Aging & Human Services signature events, including, but not limited to, Law Enforcement Appreciation Day, Community Health & Wellness Fair, and Veterans Resource Day;
6. Perform other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Ability to act as a representative of St. Mary’s County Government to the public;
3. Knowledge of department practices and procedures and of the operations, procedures, and principles;
4. Ability to effectively communicate with other staff members;
5. Ability to prioritize and multitask;
6. Ability use available resources to research information;
7. Ability to keep accurate records;
8. Knowledge of generally accepted accounting principles and practices;
9. Excellent writing and communication skills;

**Education and Experience:**

1. Associates degree; related to English and/or Communications
2. Two years or more of related experience
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires physical effort in the handling of materials or boxes and tools or equipment up to 40 pounds and/or continual standing or walking 60% of the time; may be required to move furniture to accommodate programs and activities.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe workplace practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date