**CITY OF SCRANTON OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT**

**Community Outreach and Services Coordinator**

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The Community Outreach and Services Coordinatorsupports the Mayor/Executive Director / Manager/City Administration in the outreach and coordination of all Federal/State/Locally funded programs. The position works with the City Staff, Community Partners, Governmental entities and others associated with community and economic development initiatives.

**Job Duties and Responsibilities:**

* Conduct community engagement efforts to local constituencies including community organizations, residents, service providers, volunteers and other community stakeholders.
* Represent the city at community events, neighborhood associations and networking groups.
* Targeted outreach to key constituencies to promote the HUD and city programs, assess community needs and identify new opportunities for service delivery as needed in the community.
* Responsible for coordinating public service programs.
* Assists in drafting city newsletter.
* Responsible for evaluating equity in the city’s programs.
* Provide leadership and/or support as needed for special events, programs, both internal and external to the organization.
* Expand programming opportunities through diversity and inclusion outreach to priority diverse populations among Hispanic/Latino, African American and LGBT constituencies.

**Other Duties:**

1. Data entry in IDIS system
2. Data entry in Neighborly System
3. Program compliance
4. Attend training
5. Other duties as assigned

**Skills & Background:**

1. Public policy, planning, economics, community development and/or political science coursework.
2. Familiar with Federal & State Economic Development and Housing programs
3. Ability to accurately deal with difficult situations and to work in Team environment.
4. Excellent communication skills (written and oral).
5. Bilingual preferred
6. Proficient computer skills in Word, Excel, PowerPoint.