

## **Program and Outreach Specialist Tompkins County**

**Department:** Human Rights Department  
**Classification:** Competitive  
**Labor Grade:** 10  
**Approved:** 10/31/2013 via reclassification  
**Revised:** 8/16;  
**By:** AF, Commissioner of Personnel

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree **AND** at least two years of program development, community outreach, volunteer coordination, or public relations experience; **OR**
- (b) Graduation from a New York State registered two-year college with an Associates Degree **AND** at least four years of program development, community outreach or volunteer coordination, or public relations experience.; **OR**
- (c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above, as determined by the Commissioner of Personnel.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

### **SPECIAL REQUIREMENT:**

The candidate must possess a valid New York State Drivers license at the time of application and maintain such license for the duration of employment.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position has primary responsibility for the planning, development, coordination, and implementation of programs related to all aspects of human rights education and enforcement. Duties include program development, implementation and assessment; creation and dissemination of public relations materials; developing and implementing strategies for county-wide collaborative efforts; and maintenance of social media communications for the office. The employee will perform grant writing, outreach and training, and the recruitment of volunteers. The work is performed under the direct supervision of the Director of Human Rights with significant latitude for the exercise of independent judgment in program development. The employee is responsible for assisting the Director of Human Rights in building local, state, and federal partnerships as well as collaborating with community stakeholders for the purpose of networking and building coalitions for community action. Supervision of others is not typically a function of this class. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Under the direct supervision of the Director of Human Rights, confers with local authorities, civic leaders, government officials regarding programming needs in the community;
- Collects documentation to support applications for funding;
- Researches the availability of grants;
- Prepares and develops grant proposals;
- Completes all necessary proposals to secure program funding;
- Prepares reports for all sources of funding;
- Coordinates planning and implementation of proposed and ongoing projects;
- Prepares project feasibility and impact statements and makes recommendations to the Director of Human Rights;
- Designs, develops, and implements programs to deliver;
- Convenes and coordinates a diverse range of professionals, volunteers, and interns in order to support programming that will enhance social justice outcomes throughout the County.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the principles and practices involved in human rights program planning and implementation;

- Good knowledge of program administration including budgeting, methods and procedures, program reporting, communication, and public speaking/training techniques;
- Excellent communication skills and a demonstrated ability to develop effective collaborative relationships;
- Excellent verbal and written communication skills;
- Competent in organizational time management skills with the ability to coordinate and plan;
- Demonstrated problem solving and decision making skills;
- Detail oriented, able to track, follow through and meet deadlines;
- Ability to work with diverse populations - demonstrating cultural competency and County-wide community awareness;
- Ability to develop, organize, coordinate, implement and evaluate complex and diverse programs and initiatives;
- Ability to communicate effectively with diverse groups of community leaders, co-workers and clientele;
- Resourcefulness, sound professional judgment, integrity, tact, courtesy and dependability are all required personal characteristics.
- The employee's physical and mental condition shall be commensurate with the demands of the position, with or without reasonable accommodations.

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