

**Community Engagement Ambassadors
(CEA)**

Temporary
Up to 10hrs. per Week, \$20/Hr.



**Seattle
Parks & Recreation**

healthy people healthy environment strong communities

Job Description: Outreach and engage underrepresented residents of the City of Seattle to access City programs and resources. Build awareness among hard to reach audiences about opportunities, services and programs and to increase physical activity and health awareness within high health disparity populations. Provide opportunities for communities to strengthen their participation in City of Seattle Services and assist community in planning and implementing physical programs, special events and athletic activities in their respective communities.

Goals:

- Promote Parks and Recreation activities, events, and programs that get people physically active.
- Engage community participation in projects to underserved populations including; People of Color, Immigrant and Refugee, Persons with Disabilities, and LGBTQ communities.
- Provide support for individuals who may need help navigating City and application processes.
- Reduce barriers to access of city programs and services.

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 Parks and Recreation programs, events, services.
- Maintain personal contacts with the public; interact community, programs and community leaders.
- Solicits information from participants and communities on physical 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 conduct special events. Solicits volunteer participation in 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.

Community Engagement Conversations

will be starting at 6pm

Tuesday May 2nd 2017

South Park Community Center
8319 8th Ave S, Seattle, WA 98108

Wednesday May 3rd 2017

Van Asselt Community Center
2820 S Myrtle St, Seattle, WA 98108

Tuesday May 9th 2017

International District Chinatown
Community Center
719 8th Ave S, Seattle, WA 98104

Questions? Contact: Angelie.Mendoza@seattle.gov or Luwam.Ogube@seattle.gov