OCALI

ESCCO – COUNCIL OF GOVERNMENTS

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JOB DESCRIPTION

COMMUNITY ENGAGEMENT & PROJECT SPECIALIST

Minimum Qualifications:

- Bachelor's Degree or higher preferred
- Demonstrated experience or education in special education, related services (e.g. speech/language, occupational therapy, psychology, etc.), assistive technology, or instructional technology. Additional consideration given for those with a focus in autism spectrum disorder and an understanding of instructional practices.
- Experience and proficiency with technology applications (including but not limited to: Microsoft Word, Excel, PowerPoint, Internet, iChat/Skype, etc.) and online environments
- Organizational skills, attention to detail, and the ability to follow multi-step directions
- Strong independent work ethic
- Ability to consistently meet deadlines
- Ability to advocate for assistance and ask clarifying questions as needed
- Excellent written and verbal communication skills
- Documentation of a clear criminal record in compliance with state statue
- Complies with drug-free workplace rules and Board policies

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Non-Exempt

Reports To: Senior Director: Integrated Solutions and Project Management

Job Objectives:

The full-time community engagement and program specialist helps with the continued development of high-quality and innovative projects focused on community engagement and support. The community and engagement program specialist must be creative, detail oriented, quick to learn and able to find and implement new tools and workflows. The community engagement and program specialist is a part of the in-house integrated

systems team that works in a collaborative environment on a wide range of multifaceted and customized projects.

Responsibilities and Essential Functions:

'The following duties are representative of performance expectations; however, the list below is not ranked in order of importance."

- Supports the work of the IST in marketing/communications, social media, and community engagement
- Collects and integrates resources from various sources for developing web content for OCALI sites and client sites
- Loads content, performs updates, and works with web developers to facilitate fixes of website bugs
- Manages general inquiries, registration processes, and participant records associated with OCALI's professional development web sites
- Works across multiple projects tracking and reporting on status through reports and internal meetings
- Independently plans and schedules internal and external meetings and conference calls
- Maintains and organizes project documentation including but not limited to media and other releases from project partners
- Participates in making video footage accessible
- Prepares reports, presentations, and meeting materials
- Manages data effectively and performs basic computations using tools such as Excel/Numbers
- Communicates professionally and effectively, in writing and orally, with internal teams and external partners and/or customers
- Performs administrative duties such as filing, copying, shipping, and mailing
- Works closely with part-time project assistants
- Performs other specific job-related duties as directed by the Superintendent or his/her designee

"Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio."

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

If applicable, it is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

July 2020