

COMMUNITY OUTREACH COORDINATOR

Requisition ID: 00124139

Job Posting: Jan 29, 2020, 10:45:08 AM

Closing Date: Feb 12, 2020, 11:59:00 PM Full-time

Shift Start Time: 8:30 A.M. Shift End Time: 4:30 P.M.

Posting Salary: \$2,157.76 / Biweekly

Organization: Offices Under the President



Cook County Offices
Under The President

Administrative Hearings
Auditor
Bureau of Administration
Bureau of Economic Development
Bureau of Finance
Bureau of Human Resources
Bureau of Technology
Facilities
Office of the President

Job Summary

Under the direction of the Environment and Sustainability Program Manager, conducts energy and environmental education to further the Department's energy, waste reduction, waste management, climate mitigation and adaptation, and other environmental goals. Develops the strategy, systems and processes for reaching goals to target outreach efforts encouraging residents, businesses and local governments to implement energy and water efficiency, renewable energy and other environmentally beneficial actions. Educates local governments, businesses and residents on environmental programs provided by the Department. Develops educational materials and presentations. Reviews and determines necessary changes in program policies based on consumer feedback and industry standards. Establishes and manages strong strategic relationships and builds the capacity of other stakeholders including County departments, other governmental entities and non-profit organizations, particularly in underserved communities. Work will require some extended evening and weekend hours as well as travel to locations throughout Cook County. Prepares grant applications and manages grants. Performs other duties as assigned.

Minimum Qualifications

- Graduation from an accredited college or university with a Bachelor's Degree **(Must provide original college/university transcript at time of interview)***
- Two (2) years of full-time work experience as doing community outreach, education, or communications **is required.**
- One (1) year full-time work experience (which may be part of the two years above) in an energy or environmental program or energy or environmental policy environment **is required.**
- Must be able to work evening and/or weekend hours upon request **is required.**
- Valid IL driver's license and proof of automobile insurance **(Must provide proof at time of interview).**

Preferred Qualifications

- Bachelor's degree in Business Administration, Public Health, Chemistry, Biology, Physics, Engineering or Pre-Engineering, Architecture, Environmental Science, Environmental Management, Environmental Studies, Ecology, Urban Planning, Public Policy, Public Administration, Communications, or related field
- Proficiency in a second language such as Spanish or Polish, is preferred but not mandatory

***Degrees awarded outside of the United States with the exception of those awarded in one of the United States' territories and Canada must be credentialed by an approved U.S. credential evaluation service belonging to the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE). Original credentialing documents must be presented at time of interview.**

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

Knowledge of energy efficiency, renewable energy and other environmental issues and programs.

Skills in marketing and education.

Skill communicating to and directly educating consumers regarding the benefits of energy efficiency, renewable energy and other beneficial environmental programs.

Skill evaluating program effectiveness and implementing modifications.

Experience in the development and implementation of training and outreach programs.

Ability to develop and maintain strong relationships with County departments and external agencies.

Strong problem solving and data management experience.

Ability to communicate verbally and in written and visual formats.

Ability to meet multiple deadlines.

Thorough knowledge of Microsoft Office with the ability to learn new software applications.

Skill Identifying, managing and reporting on grants.

Ability to work both evening and weekend hours as needed.

This position requires moderate to extensive travel to work assignments throughout Cook County.

VETERAN'S PREFERENCE

When applying for employment with Cook County Government, preference is given in the application process to honorably discharged Veterans who have served in the Armed Forces of the United States for more than 180 consecutive days, or during War Time. To take advantage of this preference a Veteran must:

- **MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION.**
- **IDENTIFY THEMSELVES AS A VETERAN ON THEIR EMPLOYMENT APPLICATION BY ANSWERING YES TO THE QUESTION "Are you a military veteran?"**
- **ATTACH A COPY OF THEIR DD 214, DD 215 or NGB 22 (NOTICE OF SEPARATION) AT TIME OF APPLICATION FILING. IF YOU HAVE MULTIPLE DD 214S, 215S, OR NGB 22S, PLEASE SUBMIT THE ONE WITH THE**

LATEST DATE. COAST GUARD MUST SUBMIT A CERTIFIED COPY OF THE MILITARY SEPARATION FROM EITHER THE DEPARTMENT OF TRANSPORTATION (BEFORE 911) OR THE DEPARTMENT OF HOMELAND SECURITY (AFTER 911).

The Cook County Department of Veterans Affairs can assist you with obtaining a certified DD214 and having it recorded for you at no charge. Please contact veterans.affairs@cookcountyil.gov

VETERAN MUST PROVIDE ORIGINAL APPLICABLE DISCHARGE PAPERS AT TIME OF INTERVIEW.

Benefits Package

- Medical, Dental, and Vision Coverage
- Basic Term Life Insurance
- Pension Plan and Deferred Compensation Program
- Employee Assistance Program
- Paid Holidays, Vacation, and Sick Time
- You May Qualify for the Public Service Loan Forgiveness Program (PSLF)

For further information on our excellent benefits package, please click on the following link:
<http://www.cookcountyrisk.com/>

***Must be legally authorized to work in the United States without sponsorship.**

***This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.**

Falsification of any information in the application process will result in disqualification, dismissal after hire, and/or placement on the County's Ineligible for Rehire List for a period of two (2) or five (5) years. For current County employees, such falsification may result in discipline, up to and including termination, and placement on the County's Ineligible for Rehire List for a period of two (2) or five (5) years. See Cook County Code of Ordinances, Article II, Sections 44-54 *Unlawful Practices Relating to Employees and Employment - Penalty*, 44-56 *Political Discrimination*; Cook County Employment Plan, Section V.N. *Pre-Interview License and Certification Verification*; Supplemental Policy No. 2014-2.13 *Ineligible for Rehire List*; and Cook County Personnel Rules 3.3(b) (7) (8) (18).

COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

NOTE: As an internal candidate, should you be offered the position, salary allocations shall abide by the Cook County Personnel Rules.