

**TOWN OF BERWYN HEIGHTS
POSITION DESCRIPTION**

TITLE: Community Engagement Specialist
DEPARTMENT: Government Administration
REPORTS TO: Town Manager

PAY GRADE: Contractual
STATUS: Exempt
CREATION DATE: June 2023

PURPOSE OF POSITION:

The Town of Berwyn Heights is seeking a part-time (15-20 hours a week) community engagement specialist. This position will assist with the administration of community public health activities, as well as projects associated with the Town's American Rescue Plan Act funding and several Town-sponsored committees. Other responsibilities will likely be added. This position is contractual and will likely expire on or before December 31, 2024. The hours are flexible but will require some evening and weekend work. This position will report directly to the Town Manager and requires periodic attendance at evening meetings of the Town Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties should not be construed as all-inclusive, as other duties may be required as assigned.

Public Health Engagement & Education

This position provides community engagement, capacity-building, outreach, networking and health promotion and prevention education to the general public, local ethnic and interfaith communities, hard to reach populations and small businesses.

- Provide health and disease prevention information to medically underserved populations in the community and assist them in adopting healthy behaviors and advance the Town's response in the areas of COVID-19 education and vaccination.
- Engages community leaders to work collaboratively to develop partnerships and public health strategies and projects that address community health needs.
- Disseminates public health education materials, administers health surveys, supports data collection and (when asked) drafts reports.
- Ensures health education and communication services are culturally sensitive and in conformance with local, state, and federal regulations.
- Gather information on community resources needs and experiences.
- Coordinate professional presentations to community groups on educational topics.
- Plays a lead role in developing relationships and contacts, with the goal of increasing fundraising, marketing, referrals, and overall community involvement.

American Rescue Plan Act (ARPA)

- Be knowledgeable of ARPA and the Town's ARPA initiatives.
- Provide education and referral regarding local COVID-19 testing and vaccination efforts, as well as on public health efforts to mitigate the spread of COVID-19
- Reach out to residents who are considered disproportionately impacted by COVID-19 and may have limited access to health care, to include underserved and immigrant families where English is believed to be a second language

- After verifying that applicant has met ARPA program eligibility, assist residents and businesses in understanding and accurately completing the Town's ARPA relief application(s)
- Assist the Town committee charged with reviewing and approving relief applications.

(General) Community Engagement

- Become familiar with and refer residents to healthcare, housing and other services provided by local agencies
- Access language assistance to non-English speaking applicants, as needed
- As requested, provide periodic reports, as well as a final report
- Conduct associated duties, as may be assigned.

MINIMUM QUALIFICATIONS:

Any combination of education, experience, and training equivalent to the following:

- Graduation from an accredited four-year college or university with a bachelor's degree in health education, human services, or a directly related field.
- One to five years of community engagement, public health or healthcare-related experience required.
- Must be able to manage multiple activities.
- Experience assisting in fundraising is preferred.
- Excellent oral and written communication skills
- Ability to build and maintain positive relationships.

PREFERRED QUALIFICATIONS:

- Preferred candidates will have a Master's degree in public health, education, nursing, social work or a related field
- Extensive experience working in community settings in projects that require engagement and/or presentations
- Ability to speak a language other than English fluently, with the ability to translate materials as necessary: bilingual capabilities, both oral and written, is highly desired
- Experience performing outreach work with the Asian/Pacific Islander, Black/African, Middle Eastern or Hispanic communities, focused on health promotion and prevention.
- One or more years of grants administration experience preferred
- Must be detail oriented with strong organizational and time management skills.
- Must possess exceptional interpersonal and collaboration skills.

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience working effectively with people from diverse backgrounds and professions
- Must be bilingual
- Must understand grants and grant reporting
- Ability to work with elected officials, Town employees and community organizations
- Ability to maintain the confidentiality of resident information
- Must have experience conducting research
- Must be highly self-directed and able to work with minimal supervision
- Must be able to meet multiple deadlines
- Must be able to communicate verbally and in written and visual formats

- Proficient use of office equipment such as PC, laptop, tablet, Chromebook, fax machine, scanner, printer, and associated software applications
- Must be familiar with Microsoft Office Systems, to include Word, Excel, Publisher, Power Point and Outlook.

This position is not guaranteed a permanent desk at the Berwyn Heights government office building; therefore (administratively), working from home and through videoconference, e-mail, cellphone and attending occasional meetings is anticipated.

COMPENSATION:

Hourly wage, dependent upon credentials and experience. The successful applicant *may* be required to sign a term contract that will expire December 31, 2024.

EOE: The Town of Berwyn Heights is an Equal Opportunity Employer (EOE). In compliance with the Americans with Disabilities Act (ADA), the Town will provide reasonable accommodations to qualified individuals with disabilities.

To apply, submit a cover letter, resume, and salary expectations to HR@berwynheightsmd.gov