



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.

JOB ANNOUNCEMENT

COMMUNITY AFFAIRS SPECIALIST

Title Code:	9122-1113-OC	Union Status:	Non- Union
Starting Pay/ Range:	\$50, 067/year	Status/ Hours:	Full Time/ Non- Exempt
Hours of Work:	8:00 am- 5:00 pm	No. of Weeks:	52
Dept./ Program:	Head Start Central Enrollment Unit		
Location:	841 S. 41 st St. San Diego, 92113		

Basic Job Assignment:

Under general supervision of the Director of Community Affairs, the Community Affairs Specialist helps coordinates agency communications as well as performs related community outreach work as required.

Employment Requirements:

The ideal candidate is a self-motivated, outcome orientated, independent worker who possesses a solid understanding of current public relations principles and practices, brand marketing and positioning, public relations and marketing plans, understanding of media industry, advertising and media buys, working with print and electronic media, media pitching, MS Word, PowerPoint, Excel, WordPress, Facebook, Twitter, Google Analytics, Google+, LinkedIn, YouTube, Email marketing, website optimization, and database management and editing; has high regard for and ability to communicate using tact, discretion, and professionalism; can communicate effectively with staff, managers, community members, and individuals of varying levels outside of the department and organization; is well organized and is able to plan and prepare in a thorough fashion; has excellent written communication skills; set priorities and exercises sound independent judgment within areas of responsibility; establish and maintain effective working relationships with clients, other professional staff and the public; manage multiple projects; work under deadlines; work effectively in a fast paced environment; handle high priority projects simultaneously; and has demonstrated experience working with culturally and ethnically diverse populations.

Qualifications:

- A Bachelor's degree in Public Relations, Advertising, Marketing, Communications or related field;
- AND**
- A minimum of 2 years implementing media, public relations or marketing strategies.
 - A valid California Drivers' License; ability to be bonded; possession of or authorized access to a registered and insured vehicle.
 - Bilingual (English/ Spanish) preferred.



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Example of Major Functions:

- Aggressively pitches media outlets; prepares and assembles information and media kits;
- prepares and manages media lists and editorial calendars;
- monitors client media coverage, news, and trends; generates media status reports, monthly activity reports and memos;
- assists with information gathering, writes responses for media inquiries, and coordinates interviews;
- create a sustainable media tracking program to include a media database and clip book for all NHA news hits attained by NHA and its programs;
- develop an internal research program to include community feedback to track NHA brand equity and development within the NHA service territory;
- establish a sustainable public advocacy list and constituent database for NHA and its programs;
- attain media support for NHA programs and services including media pitching, press release development and media interview coordination;
- identify, manage and execute NHA communications and outreach programs including recruitment, client communications and crisis communication;
- provide proofreading and editorial support for agency communications and publications;
- Participate in community outreach functions and community events on behalf of NHA; provide support for NHA events and community sponsorship opportunities;

APPLICATION SUBMITTAL INSTRUCTIONS:

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41st Street, San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/ emailed to: recruiting@neighborhoodhouse.org.

Applications must be fully completed (per instructions), signed, and dated when submitted. The included supplemental application questions must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. Please only submit the documents required.

NOTE: Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.

APPLICATION DEADLINE:

OPEN UNTIL FILLED



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BENEFITS:

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

INTRODUCTORY PERIOD:

All regular appointees serve 6 months introductory period.

CITIZENSHIP/IMMIGRATION STATUS:

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

Please note that offers of employment are only valid if they are made by the Human Resources Department



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COMMUNITY AFFAIRS SPECIALIST SUPPLEMENTAL APPLICATION QUESTIONS

Please be sure to answer the following questions in a thorough and complete manner. Please do not indicate **“See Resume”** as this is not an acceptable answer. Please note that if you are invited to a selection interview(s) your responses may be subject to verification. Do you understand this information?

- ☐ Yes
☐ No

1. Describe your computer application skills. List, by name, the software applications with which you have experience. Indicate your level of proficiency by software listed:

- ☐ Highly proficient and use very frequently;
☐ Competent; have basic/general knowledge; or
☐ Somewhat knowledgeable but do not use very frequently.
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2. Do you have experience writing press releases?

- ☐ Yes
☐ No

3. Please describe your experience working with Word Press, uploading, editing, and updating information onto a website.
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