

**D.C. OFFICE OF THE ATTORNEY GENERAL
GOVERNMENT OF THE DISTRICT OF COLUMBIA**



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: ES-01-2017	POSITION TITLE: Community Engagement Coordinator
POSITION GRADE & SERIES: ES-301-06	SALARY RANGE: \$70,000 -- \$80,000
OPENING DATE: November 15, 2016	CLOSING DATE: December 2, 2016
IF OPEN UNTIL FILLED – FIRST SCREENING DATE:	AREA OF CONSIDERATION: Open to the Public
WORKSITE LOCATION: Office of the Attorney General Immediate Office 441 - 4 th Street, NW Washington, DC 20001	NO. OF VACANCIES: One (1) TOUR OF DUTY: 8:15 am - 4:45 pm Monday - Friday
PROMOTION POTENTIAL: None	DURATION OF APPOINTMENT: At –Will Excepted Service . This position is Not _-to-Exceed 13 Months

INTRODUCTION: This position is located in the Immediate Office of the Attorney General for the District of Columbia. As a key member of the senior management team, the Community Engagement Coordinator is responsible for planning and overseeing a wide range of community engagement initiatives related to the mission and priorities of OAG. The incumbent works in close partnership with District residents, community leaders, community groups, non-profits and faith-based organizations, and government agencies to accomplish the Attorney General's short and long-term community engagement agendas.

BRIEF DESCRIPTION OF DUTIES:

- Develops and implements strategies to establish and enhance relationships between the OAG and residents, government agencies and outside organizations.
- Facilitates public meetings on behalf of the OAG and serves as a speaker, presenter, or OAG liaison at community meetings. Coordinates with community groups and tracks community "list-serves" to identify appropriate meetings and events to attend.
- Meets with community members and stakeholders on concerns and proposals for OAG action. Keeps the Deputy Attorney General for Legislative, Intergovernmental, and Community Engagement and Director of Community Engagement apprised of all relevant public sentiment on OAG actions and policies and advises the Attorney General on policy development and potential public reactions.
- Develops procedures to respond to complaints and requests for assistance from constituents in a timely and consistent manner. Designs and implements systems to track community contacts and facilitate important communications from the Office to the community.
- Participates in the development of public correspondence and reviews such correspondence for its sensitivity to cultural, social and political aspects unique to residents and neighborhoods within the District of Columbia.
- Develops strategies for reaching and building partnerships with community and other outside organizations to leverage resources for efforts that improve the quality of life for residents. Establishes federal and local

contacts to provide technical assistance to communities. Keeps the Deputy Attorney General for Legislative, Intergovernmental, and Community Engagement and Director of Community Engagement informed of status of activities, special cases, progress of work and/or operating problems.

QUALIFICATIONS: Bachelor's Degree in Public or Business Administration is preferred or a closely related field such as financial management and communications, plus five (5) years of work-related skills, knowledge, and experience. Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of this position. Applicants have must demonstrated the following factors:

Factor 1: Ability to quickly learn the Office of the Attorney General's mission, organization, programs and goals.

Factor 2: Extensive knowledge of and familiarity with political organizations and community issue-based organizations in the District. Skill in establishing community relations and outreach efforts and maintaining productive working relationships with residents and outside agency officials.

Factor 3. Mastery in problem-solving, and skill in negotiation strategies and project management. Excellent analytical skill in evaluating the effectiveness of administrative services, and in recommending the development and/or revision of policies, practices and procedures required.

Factor 4: Knowledge of a wide-range of qualitative and/or quantitative methods for assessment and improvement of program effectiveness, and the improvement of complex management processes and systems.

Factor 5: Excellent oral and written communication skills sufficient to convene and conduct community meetings and work with a variety of constituents; to prepare accurate reports and informative or promotional information; and to articulate directives.

Factor 6: Demonstrated experience in providing leadership in a supervisory capacity. Skill in providing leadership in a team-based environment.

OTHER INFORMATION: A Background investigation will be conducted.

This is an Excepted Service Appointment.

Salary Range: ES/06 - \$70,000 - \$80,000 per annum.

**This position is subject to the Domicile Requirement: Any person appointed to this position shall be domiciled in the District of Columbia or become a domiciliary in the District of Columbia within 180 days from the effective date of appointment, and shall remain a resident for the duration of the appointment. Failure to establish or maintain District of Columbia residency shall result in forfeiture of employment.

Interested individuals should remit a cover letter, a resume, DC 2000 - DC Government Employment Application, ranking factor responses and salary history to:

Human Resources Section
Office of the Attorney General
for the District of Columbia Government
441 – 4th Street, NW, Suite 1100S
Washington, DC 20001
Attn: L. Dodson

Applications may be sent via e-mail to OAG.Recruitment@dc.gov .

Please visit www.oag.dc.gov or www.dchr.dc.gov to download a DC-2000 Employment Application.

EEO : The District of Columbia Government is an Equal Opportunity Employer. **EQUAL OPPORTUNITY EMPLOYER**: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

OFFICIAL JOB OFFERS ARE MADE BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL ONLY





