

Somerville is a city that upholds progressive principles for both employees and residents. The City of Somerville embraces and encourages an innovative, empowering, and collaborative workplace culture in a fast-paced, challenging environment. The City also offers a generous benefits package that embodies a strong work-life balance. Not only is Somerville a “Model City,” as termed by *The Boston Globe*, it is also a model employer.

Statement of Duties

Under the supervision of the Somerville City Council President, the **City Council Public Outreach Coordinator** will aid in public outreach and facilitate community meetings related to crafting new policies for civilian oversight of the Somerville Police Department. The employee will work with the City Council, leaders of local non-profit agencies, members of the Somerville community, and representatives from various City Departments to plan and help execute a series of public forums, both in person and online, to solicit feedback and input related to proposed new policies for civilian oversight of the Police. The employee will effectively summarize these meetings in written documents for the City Council.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assist the Somerville City Council in the planning and execution of a series of public meetings, both in person and online, to present information and to solicit feedback and input related to proposed new policies for civilian oversight of the Police.
- Work with the City Council, City staff, and various community leaders and existing non-profit entities in Somerville to actively seek out feedback from diverse segments of Somerville’s population.
- Find creative ways to reach community members who may not be otherwise able to attend typical in-person “community meetings.”
- Find creative ways to safely gather public input under COVID-19-based social distancing restrictions (including small in-person meetings, various online formats, telephone, etc.)
- Facilitate respectful and effective public meetings on sensitive topics that may include law enforcement, racism, and policing.

Recommended Minimum Qualifications

Education and Experience: A bachelor’s degree is recommended, as well as 2-3 years’ experience in planning and facilitating public conversations with groups of people on sensitive topics, or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Knowledge, Abilities and Skill

Knowledge:

Working knowledge of effective communication strategies for groups of people on sensitive

topics, and working knowledge of computer software involved in creating visual presentations, flyers, and communication aids.

Abilities:

Ability to interact well with City staff from a variety of Departments and with members of the public; ability to speak effectively and to communicate with individuals and groups; ability to handle problems effectively; ability to adapt and be flexible in response to quickly changing situations; ability to operate a computer; ability to maintain confidential information; ability to maintain, manage, and organize records; ability to work independently and set priorities.

Skill:

Excellent organizational skills; excellent communication skills, excellent interpersonal skills, and skills in the use of personal computers and office software including word processing, internet and spreadsheet applications.

Work Environment

The work environment involves everyday discomforts typical of offices and public buildings, with occasional exposure to outside elements, and for at least the duration of the COVID-19 crisis, will involve primarily remote working. Employee may be required to work beyond normal business hours to attend remote and/or in-person evening meetings or complete work assignments.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Requirements:

Work will involve facilitating remote and/or in-person public meetings with groups of people (following COVID-19 social distancing policies.) Physical effort typically involves sitting or standing with intermittent periods of stooping, walking, and traveling to and from public community meetings. May also be some occasional lifting of objects such as office equipment and computer paper (up to 30 lbs.)

Motor Requirements:

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as traveling to and from community meetings, distributing printed materials door to door, moving objects, operating a telephone, personal computer and/or most other office equipment including word processing, filing and sorting of papers.

Visual Requirements:

Close visual acuity is required for constant reading of documents for general understanding and analytical purposes and viewing computer screens.

Application Procedure:

This position will remain open until filled. Send your resume and cover letter to:

City Clerk John Long
City Hall
93 Highland Avenue
Somerville MA 02143
Fax: 617-666-4426
TTY: 1-866-808-4851
Email: jlong@somervillema.gov

City of Somerville residents are especially encouraged to apply.

The City of Somerville is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, sex, religion, age, national origin, disability or any other protected category. Women, minorities, veterans, and persons with disabilities are encouraged to apply. Auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures will be provided to qualified individuals with disabilities free of charge, upon request.

Individuals with disabilities who need auxiliary aids and services for effective communication, written materials in alternative formats, or reasonable modifications in policies and procedures, in order to access the programs and activities of the City of Somerville or to attend meetings, should contact the City's ADA Coordinator, Nancy Salamoun, at 617-625-6600 x2323 or nsalamoun@somervillema.gov.

Hours: Part-time, non-benefited, 19 hours/week

Schedule: November 2020-April 2021

Salary: \$35.00/hour