



# POSITION DESCRIPTION

## TITLE: Project Jericho Outreach Specialist

<b>FLSA STATUS:</b> Non-Exempt, 1.0 FTE	<b>GRADE LEVEL:</b> C	
<b>LOCATION:</b> HBC	<b>UNIT:</b> Advancement	
<b>SHIFT:</b> Mon-Fri 8:00-5:00 pm, occasional evenings and weekends required	<b>DEPT:</b> Project Jericho	
<b>INCUMBENT:</b> Vacant	<b>EMPLOYEE SIGNATURE:</b> Date:	
<b>REPORTS TO:</b> Director, Project Jericho	<b>PREPARED BY &amp; DATE:</b> Lauren Houser, Sept. 2015	
Reviewed/Revised By: Lauren Houser	EE Name: Donna Hill	Date: June 2018
Reviewed/Revised By: Lauren Houser	EE Name:	Date: July 2020
Reviewed/Revised By:	EE Name:	Date:

**I. POSITION PURPOSE** – *List brief summary of position*

The Project Jericho Outreach Specialist will support the department staff in delivering and evaluating Project Jericho’s in-depth art programs for youth and families in the community. This position is responsible for coordinating activities and logistics with appropriate artists, staff, and volunteers. Through a variety of programs, this position will help Project Jericho participants to develop their potential, strengthen family relationships, and understand the role of education in planning their future success. This position is grant funded with the current grant ending 6/30/2021. The grant that funds this position is likely, but not guaranteed, to be renewed on 7/1/2021.

**II. RELATIONSHIPS AND CUSTOMERS** – *(In addition to Clark State Faculty, Staff, and Students, this position also interacts with the following external individuals, organizations and agencies)*

Clark County DJFS, Clark County Juvenile Court and other social service agencies	Program youth and families	Schools and nonprofit organizational partners	Artists and agencies
Vendors	College students and volunteers	General public	

**III. DIMENSIONS** – *If this position controls, manages, or has a direct impact on the expenditure of dollars, identify how, the type of budget, and the gross dollar amount involved)*

- None

**IV. ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Under supervision, this position performs the following duties:*

1.	Assists Project Jericho (PJ) Director, staff, and professional artists delivering arts outreach programs to youth and families.
2.	Assists PJ Success Coordinator to compile evaluation instruments for PJ outreach programs, including participant and artist evaluations.
3.	Maintains electronic resource databases, including participants, audiences, artists, sponsors, and professional service suppliers for outreach programs, and other program requirements as necessary.



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4.	Works with PJ Director to develop grant proposals for existing and potential financial supports for PJ programming. Creates appropriate reports associated with grant requirements.
5.	Works with PJ staff to plan, develop, and deliver in-depth and innovative arts programming to youth and families, with an intentional focus on engaging referred youth from Juvenile Court, Job and Family Services, or other local youth providers.
6.	Performs a wide variety of tasks to prepare for PJ programs and events, including mailings, room set up, organizing supplies, etc.; assists in wrapping up events upon completion.
7.	Interacts with youth and families in a positive and professional manner.
8.	All other duties as assigned by supervisor.

**V. SUPERVISORY RESPONSIBILITIES** – *The following position title(s) report to this position. If there are no reporting positions, type “None.”*

- Volunteers and interns

**Qualifications** – *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**VI. EDUCATION and/or EXPERIENCE** – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., High School/GED plus 3-5 years related experience or AS Degree preferred.*

- Associate’s degree required, Bachelor’s degree preferred with concentration in art, education, social work or related field preferred
- Minimum two years of experience working with youth and families preferred
- Knowledge of arts education and community outreach
- Experience in event coordination and management preferred

**VII. SKILLS AND ABILITIES** – *List basic skills and abilities necessary to perform essential duties and responsibilities, i.e., computer skills, oral and written skills, interpersonal skills, presentation skills, ability to motivate employees, etc.*

- Excellent interactive people skills, including verbal and written communication skills
- Excellent organization skills
- Basic computer skills including Microsoft Word and Excel, and e-mail
- Able to maintain records and prepare reports.
- Comfortable in a multi-task environment; ability to prioritize and execute tasks in a timely fashion; management of a flexible schedule
- Appreciation and understanding of performing and visual arts
- Ability to communicate with and supervise young people and families.

**VIII. CERTIFICATES, LICENSES, REGISTRATIONS** – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., Certified Novell Administrator (CNA), Certified NetWare Engineer (CNE), Professional Human Resources (PHR), Certified Public Accountant (CPA), Notary Public, Ability to be Bonded, etc.*



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### **IX. LANGUAGE SKILLS** – *(To be completed by HR)*

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **X. MATHEMATICAL SKILLS** – *(To be completed by HR)*

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **XI. REASONING ABILITY** – *(To be completed by HR)*

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**XII. PHYSICAL DEMANDS** – *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, i.e., ability to lift up to 75 pounds, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

While performing the duties of the job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**XIII. WORK ENVIRONMENT** – *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

The work is performed in an office-like environment with a minimal amount of noise.