

Proposed Position Description

WORKING TITLE	COUNTY OF EMPLOYMENT	TITLE OF IMMEDIATE SUPERVISOR
Community Liaison Officer	Franklin	Executive Director
CLASS TITLE	CLASS NUMBER	SALARY
Administrative Staff	99580	Annual \$37,500 - \$52,500

The Community Liaison Officer (CLO) shall be a full-time paid position and assists the Executive Director in representing the Commission before non-public-sector constituents and agencies. The CLO also:

1. Serves as Program Director of the Latino Community Network (LCN) program of the Office of Hispanic/Latino Affairs
2. Fosters greater communication & collaboration between the diverse Latino communities across the state
3. Maintains regular communication between the Commission and the vast array of Hispanic/Latino-serving community based organizations (CBO's) statewide
4. Implements programs of public awareness
5. Coordinates the Community Alliance Network of the Commission
6. Develops liaison roles with other state agencies, national organizations, private business, labor and religious institutions that will implement or improve policies, programs and procedures that focus on special problems and needs of the Hispanic/Latino communities and organizations
7. Provides technical assistance to local CBO's serving Hispanic/Latino people throughout the State

The CLO is responsible for administering the Latino Community Network (LCN) program, including:

1. Gathering and disseminating information and conduct hearings, conferences, investigations, and special studies on problems and programs concerning Hispanic/Latino people;
2. Securing appropriate recognition of the accomplishments and contributions of Hispanic/Latino people to this state;
3. Stimulating public awareness of the problems of Hispanic/Latino people by conducting a program of public education;
4. Coordinating advisory committees on special subjects as established by the Executive Director to facilitate and maximize community participation in the operation of the commission. The committees shall be composed of persons representing community organizations and charitable institutions, public officials, and such other persons as the office determines.
5. Establishing with state and local governments and private business and industry relationships that promote and assure equal opportunity for Hispanic/Latino people in government, education, and employment.

The CLO is also responsible for assisting the Executive Director in:

1. Executing the Annual Distinguished Hispanic Ohioan Implementation Plan
2. Promoting all activities of the Commission through publicity and public relations
3. Developing content for the Commission website
4. Coordinating logistical details of all community meetings, especially off-site meetings of the Commission, Agenda Latina Ohio town hall meetings, etc.
5. Other duties as assigned by the Executive Director

Salary Range: Starting salary \$37,500 to \$52,500 (based upon qualifications & experience) + benefits

Minimum Qualifications	Preferred
<ul style="list-style-type: none"> <li>❖ Eligible to work in the USA (e.g. US citizen or permanent resident alien)</li> <li>❖ Bilingual: English (native-level proficiency) and Spanish (conversational proficiency)</li> <li>❖ Bachelor's Degree</li> <li>❖ Computer skills: Typical office suite software, e-mail, internet, etc.</li> <li>❖ Experience in Community Service (minimum 3 years)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Experience or education in                             <ul style="list-style-type: none"> <li>○ Marketing or Public Relations</li> <li>○ Not-for-profit CBO leadership</li> <li>○ Public Speaking</li> <li>○ Event Planning</li> <li>○ Teamwork skills</li> <li>○ Graphic design or web design</li> </ul> </li> </ul>