



Community Outreach Specialist (Spanish Engagement)

About Us:

Cortez Consulting Services (CCS) is a public engagement firm in Austin, Texas whose focus is in designing new ways to effectively engage the public, particularly those individuals who are traditionally left out of the conversation. CCS's work includes supporting residents through the public involvement process for: master plans, new development, transportation/mobility initiatives and capacity building projects. The organization strives to build alliances and employ culturally inclusive practices that will create positive relationships within the community.

Job Summary:

Cortez Consulting is looking for a talented new individual to join our team as a Community Outreach Specialist. We are seeking a dynamic individual who is community-oriented, hard-working and ready to be part of a fast-paced environment. The Community Outreach Specialist will support our team with implementing various public engagement projects with a focus on outreach to Spanish-speaking communities.

Below are the following competencies we are seeking in our new team member.

- At least two-years of experience in public engagement or outreach with demonstrated ability to engage Spanish-speaking communities.
- Excellent communication skills (written and verbal) and fluent in Spanish.
- Prior experience providing professional translation services or ability to translate simultaneously for meetings or presentations.
- Proven ability to relate and engage with diverse groups.
- Ability to prioritize and handle multiple tasks in a high volume and fast-paced environment.
- Comfortable working independently and collaboratively in team.
- Strong problem-solving skills with attention to detail and accuracy.
- Excellent interpersonal skills with ability to relate and speak with the general public.
- Ability to maintain a high-level of professionalism and confidentiality.

The following outlines some of the general job duties of this position:

- Present on behalf of Cortez Consulting at various community events in Spanish;
- Support the team in creating public engagement plans for Spanish-speaking families;
- Translate all company documents, press releases, and marketing materials;
- Conduct outreach in Spanish for targeted events which includes tabling, distributing flyers, presentations and block-walking;
- Provide in-person interviews for radio and television in Spanish;
- Work closely with staff, interns, and outside consultants to execute projects;
- Ability to be reliable, resourceful, self-motivated and personable;
- Perform other duties as necessary.

Required Qualifications:

- A college degree with a minimum of two-years work experience.
- Fluent in Spanish with ability to read, write, and present.
- Certification in Spanish translation services.
- Experience in Microsoft Office Suite (Word, Excel, PowerPoint).
- Available to work some weekend and evening hours.
- Must have reliable transportation.
- Comfortable working on controversial or hot button community projects.

Preferred Qualifications:

- Basic marketing skills.
- Mediation and facilitation training a plus.
- Interest in gaining experience in the field of public engagement.

Compensation:

This is a full-time position with health insurance benefits. The salary range for this position is \$28,800-\$34,560.

Interested candidates should submit a one-page letter of interest, resume, and a list of three professional references to info@cortezconsulting.com by **November 1**.

No phone calls please. Only qualified candidates will be contacted for in-person interviews.