

# JOB ANNOUNCEMENT BULLETIN



## NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

### **DIRECTOR COMMUNITY AFFAIRS** **9343-0208-OC**

**SALARY:**                      **Range: 00.0     \$82,000 - \$90,000 Annually**

**EMPLOYMENT OPPORTUNITY:**

One full time position is available with Neighborhood House Association at 5660 Copley Drive, San Diego, CA 92111.

**FILING DEADLINE:**

**Applications are being accepted until position is filled.** Applications may be obtained at the above address, at 841 South 41<sup>st</sup> Street, San Diego, CA 92113. Or on the website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org). Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111.

**DUTIES:**

Coordinates and implements a strategy to integrate and maintain NHA into the San Diego County social services community; establishes linkages and strong positive relationships with other community organizations, stakeholders, businesses and professional organizations. Establishes regular "Town Hall" meetings to communicate the NHA message to the broader San Diego community; identifies possible collaborations with other community-based organizations whose mission is compatible to the mission of NHA. Establishes and maintains print and electronic media contacts, directs the preparation of press releases, public service announcements, and supervises the dissemination of news materials; initiates contact with appropriate media personnel and organizations to obtain coverage of NHA activities. Oversee NHA's Internet communication; supervise website content and organizational structure; coordinate development of new Internet application designed to serve the public; promote use of the latest Internet tools and programs. Serves as special event coordinator; coordinate ceremonial matters and ceremonial agenda items; coordinate special events for the office of the President and the NHA Board of Directors. Select, train, supervise, motivate and evaluate personnel; establish performance requirements and personal development targets and provide coaching for performance improvement and development. Serves as NHA's spokesperson and represent the agency on behalf of the President, the Board of Directors, and upper management as designated.

**MINIMUM QUALIFICATIONS:**

**Education, Experience & Training:** A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with major coursework in public relations, public information, communications, journalism, business or public administration, or a closely related field; eight years of increasingly responsible experience supervising or managing a public relations, information, communications or media coverage program; or an equivalent combination of training and experience.

**MINIMUM QUALIFICATIONS (continued):**

**Knowledge of:** Policies, principles, practices and methods for developing and administering a comprehensive public relations, public information, community affairs and advertising program; techniques and accepted practices of print and electronic media operations, news gathering, writing and reporting; principles and practices of sound business communications; methods and techniques for writing advertising, marketing and public relations materials; principles and practices of budget development and administration; project management and analytical techniques; basic principles and procedures of record keeping; principles and practices of effective management and supervision; principles and practices of modern management including quality management and continuous improvement; modern office procedures, methods and computer software and hardware used in desktop publishing; interrelationships of local, regional and state governments.

**Ability to:** Develop and implement sound public relations, public information programs, processes and procedures; define issues, analyze problems and complex legal and policy issues from local, state and federal levels; evaluate alternatives and develop sound conclusions and recommendations; prepare and edit written informational and educational materials; present proposals and recommended courses of action clearly and logically; plan, direct and review the work of others; maintain and direct the maintenance of files, records and reports; perform responsible and difficult administrative work dealing with sensitive and confidential information; use tact, discretion and diplomacy in dealing with the public and media regarding sensitive issues under intense public and media scrutiny; communicate effectively in a wide variety of situations with people of diverse backgrounds; make effective oral presentations to large and small groups.

**LICENSES & CERTIFICATION:**

A Valid California Driver's License.

**Must attach official transcript to be considered.**

**APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE WHO WILL BE ASKED TO INTERVIEW WILL BE CONTACTED.**

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The provisions of this job announcement do not constitute an express or implied contract.

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**SUBMISSION OF APPLICATIONS**

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 5:00 p.m. on that date, unless otherwise stated on this job announcement.

**POSITIONS REQUIRING DEGREE/ CREDENTIAL**

Where required, an official transcript from an accredited college/university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.

**BENEFITS**

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

**HOURS**

Unless otherwise stated in this job announcement, the normal workweek is eight (8) hours per workday for five (5) workdays (i.e., 40-hours per workweek), although the actual hours of work in the workday may vary between 6 a.m. – 11 p.m. Occasional weekend work may be required.

**INTRODUCTORY PERIOD**

All non-professional positions have an initial introductory period of six (6) months, and all Union professional positions have an initial introductory period of nine (9) months.

**CITIZENSHIP/IMMIGRATION STATUS**

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.