



CIVIC EDGE CONSULTING

101A Clay Street #267, Embarcadero Center 3, San Francisco, CA 94111

# WE ARE HIRING PART-TIME BILINGUAL OUTREACH AMBASSADORS - Spanish + Cantonese!



- Part-time position, working in target communities
- Hourly pay of **\$33.22 / hour**
- Matching Funds 401K

## Applying for the job

Please submit your resume with contact information to [hire@thecivicedge.com](mailto:hire@thecivicedge.com) at your earliest opportunity with Bilingual Outreach Ambassador in the subject line. In your application, please indicate all languages spoken, and your proficiency in each. We are hiring for multiple roles. We want to get to know you! Please also share a little about yourself and why you are interested in the job.

## Our company

Civic Edge Consulting (Civic Edge) is a woman-owned, employee-led communications company based in San Francisco. We work with government agencies and nonprofits across the Bay Area. Our largest areas of work are focused on transportation, infrastructure, and resilience planning communications and community engagement.

## Working towards a race equity culture

As a company, we aspire to transform our work culture to a [race equity culture](#), where we are proactive in our counteraction of racial and social inequities inside and outside of our organization. We are currently undergoing a collaborative company-wide process to develop a Racial Equity Framework.

We value and seek to practice self-awareness and are looking for a new team member who is committed to centering racial and economic equity in their life and work.

## About the Job

With support from Outreach Management and other project teams at Civic Edge, Outreach Ambassadors represent clients at events, engage local people through field work, support at community meetings, and so much more. Our Outreach Ambassadors are key to bridging communities to civic projects. Additionally, Outreach Ambassadors serve many equity priority communities and are required to participate in a company-sponsored equity training.

Work hours can range from a few hours to 15 hours per week. You tell us the hours you can work on a monthly basis, and pick the outreach shifts that fit your schedule.

## Responsibilities

- Staffing and supporting community meetings, digitally and in-person
- Sharing information with community members about neighborhood projects
- Walking through neighborhoods distributing project information materials
- Collecting surveys and gathering community feedback
- Documenting content from outreach such as community feedback, stories, photos, and video
- Proactively engaging and listening to people in the community during outreach
- Communicating with colleagues and managers in a timely manner
- Managing your platforms including scheduling, timekeeping, and your email inbox

## Desired Skills + Experience

- Spanish-English or Cantonese-English bilingual, other bilingual speakers desired
- Interest in community issues and local government
- Adaptable and willing to maintain optimism
- Excellent team player
- Strong ability to recognize nonverbal cues from both colleagues and the public
- Strong verbal communications and writing skills
- Ability to work weekends and evenings
- Ability to carry 20 pounds
- Ability to walk long distances and stand for long periods of time

## Civic Edge's equity commitment

We strive to advance equity and diversity in all that we do. We recognize that we are made stronger by our ability to collaborate and leverage our diversity across race, gender, age, upbringing, education, talent, and life experience. We are an Equal Opportunity employer, and particularly encourage applications from members of communities disproportionately impacted by systemic racism and oppression, including Black communities, Indigenous communities, communities of color, and historically marginalized communities, such as people with disabilities and LGBTQ+ community members.

We provide a workplace that is free from discrimination and harassment on the basis of race, color, religious creed, national origin, age, sex, marital status, sexual orientation, gender identity, disability, medical condition, veteran status or any other classification protected by applicable law in employment or service policies and practices.