



Human Resources Department
p: 503-526-2200 f: 503-526-2572

**TEMPORARY NEIGHBORHOOD OUTREACH SUPPORT SPECIALIST
MAYOR'S OFFICE**

SALARY: \$17.24 per hour

CLOSING DATE: March 30, 2016

DURATION: Maximum 1,040 hours

ABOUT THE JOB:

This is an exciting opportunity for an outgoing, well organized and team oriented individual to assist the Mayor's Office in a variety of community events starting in April.

ESSENTIAL FUNCTIONS OF THE JOB:

- Recruit volunteers for community events;
- Help with volunteer training;
- Assist with public outreach;
- Develop marketing materials;
- Attend meetings with stakeholders (assist with meeting logistics, take notes and coordinate follow up tasks);
- Assist Mayor's Office and other city department staff with event logistics;
- Write follow-up reports.

TO QUALIFY:

High School diploma or GED and experience with public outreach, office clerical, event planning and marketing.

Ability to work flexible hours, including evenings and weekends is a must.

HOW TO APPLY:

Applications may be completed on our website at www.BeavertonOregon.gov or by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, P.O. Box 4755, Beaverton, OR 97076.

VETERANS' PREFERENCE:

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the U.S. Department of



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Veterans Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the U. S. Department of Veterans Affairs, unless the information is included in the DD Form 214 or 215. Veterans' Preference documentation must be submitted with your application.