


Metropolitan King County Council Position Descriptions	 King County
Position: Community Engagement Specialist	FLSA: salaried, overtime exempt
Department: Office of Law Enforcement Oversight (OLEO)	Salary Grade: 122
Council Approved:	

Classification Summary

The Community Engagement Specialist, under the guidance of a Community Engagement Manager, plays a key role within the Office of Law Enforcement Oversight (OLEO), an independent agency that provides oversight of the Department of Public Safety (Sheriff’s Office). The Community Engagement Specialist’s central duties include development and facilitation of outreach activities, community engagement contract implementation, logistical and technical support for stakeholder engagement, collaboration with culturally diverse King County audiences, and communication of complex and often emotional topics with diverse communities.

The Community Engagement Specialist works collaboratively with other staff and is assigned additional duties as needed. This is a salaried, at-will, overtime-exempt position that reports directly to the OLEO Director or their designee.

Distinguishing Career Features

The Community Engagement Specialist will work closely with the Community Engagement Manager and collaborate with staff to ensure community engagement is integrated across all OLEO programs. The Specialist will support the planning and implementation of a community engagement strategy which will include onsite, virtual, and web outreach and engagement to learn more about the law enforcement oversight priorities of King County’s diverse communities and provide support to residents navigating the oversight process.

Essential Duties

- Support OLEO’s community engagement strategy.
- Support planning and implementation of community engagement activities and events.
- Expand OLEO’s presence within the community, specifically within Contract Cities, Sheriff’s Office service areas, and communities disproportionately negatively impacted by Sheriff’s Office policies and practices.
- Collaborate with the Community Engagement Manager to develop various formal community partnerships with community-based organizations that serve the diverse communities of King County, specifically those disproportionately negatively impacted by law enforcement policies and practices.
- Draft community advisories and releases related to OLEO’s work.
- Support the implementation of Memorandums of Understanding with community organizations, which include timelines, compensation details, and deliverables that support both OLEO’s strategic plan and the community organizations’ goals.
- Research and establish best practices for government and community formal partnerships.
- Maintain and update OLEO’s communication materials, including webpage and social media for content, branding, accessibility, and translation as necessary.
- Work with other staff to develop creative and engaging educational or informational materials,

including web content.

- Coordinate with the Community Engagement Manager on logistics, registration, and attendance at various community events around the County.

Additional duties include:

- Represent OLEO at public meetings; act as liaison with specific communities to provide information and education on OLEO campaigns and activities.
- Support facilitation of and logistics for the Community Advisory Committee for Law Enforcement Oversight.
- Review and collaborate on other materials and projects as necessary.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge, Skills, and Abilities

- Strong facilitation and communication skills. Ability to effectively communicate in writing and orally.
- Demonstrated project management skills, including the ability to manage multiple projects, activities, or contracts with overlapping timelines.
- Strong understanding of how race, class, gender, disability, socioeconomic status, citizenship status, and any intersection of those and other identities impact individual interactions with law enforcement and perceptions of public safety systems; strong racial equity analysis of social and public policy.
- Ability to create content for and coordinate the production of communications and webpage materials including surveys, FAQs, key messages, mailers, posters, presentations, social media for the purpose of explaining technical information in accessible and engaging ways.
- Skills with relationship management software or the ability to create tracking systems for partnerships, contracts, contacts, etc.
- Advanced knowledge of Microsoft Office suite.
- Ability to work collaboratively with community organizations, agency staff, and similar stakeholders.
- Ability to create content for and update webpages in a timely manner; technical experience with SiteCore or other web content management programs/software.

Education and Experience

The position typically requires a Bachelor's degree in communications, public administration, public relations, marketing, English, or related discipline that will enable job performance and two years of related professional level experience.

Acceptable relevant experience may include:

- Combined 3 years of education and/or experience in communications, community engagement, community relations, equity and social justice, facilitation, political science, urban planning, public administration, public relations, sociology, social work, or related field.
- Experience working effectively and demonstrating good judgment in a highly sensitive environment.
- Fluency in one of King County's top languages other than English (desirable but not required).
- Knowledge of King County community issues, past and current public safety and law enforcement oversight topics, and/or relationships with community leaders.
- Experience in supporting and participating in inclusive engagement planning processes that bring

together racially, culturally, and economically diverse constituencies towards common goals.

Licenses and Certificates

Requires a valid driver's license or the ability to travel throughout King County or surrounding areas in a timely manner. The Community Engagement Specialist must complete a Level One criminal background check, including fingerprinting, before employment. May be required to travel.

Working Conditions

- Office environment with some travel within King County.
- Occasional work in the field.
- Generally flexible re: schedule, telework.