

Personnel Commission

CLASS TITLE: COMMUNITY LIAISON SPECIALIST – OPPORTUNITY YOUTH ACADEMY

BASIC FUNCTION:

Under the general direction of the Opportunity Youth Academy (OYA) Administrator, facilitates the re-engagement of students ages 16-24, who have not yet completed a high school credential. The Community Liaison Specialist is responsible for liaising between the OYA program and various agencies ~~and researching and evaluating data to effectively conduct outreach to targeted students. The Community~~

Maintains records (e.g. individual case notes, files, contact log, database, etc.) of students served for the

Effectively communicate orally and in writing and with diverse individuals and groups

Effectively communicate orally and in writing in Spanish highly desirable

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree from an accredited college or university with major course work in accounting, business administration or a related field and three years of experience related to educational service, community based resources, or human relations; specifically, experience related to