

## NOTICE OF VACANCY

**TITLE:** Climate Outreach Ambassador  
**DEPARTMENT:** Sustainability and Resiliency  
**STATUS:** Part-time position; up to 15 hours per week through June 2024, no benefits  
**SALARY:** \$25.00 per hour

The City of Salem’s Sustainability and Resiliency Department (SRD) seeks a Climate Outreach Ambassador (COA) to assist with outreach and engagement coordination for our MA Coastal Zone Management (CZM) grant-funded project, **Resilient Together: The Point/El Punto**.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Work with the SRD to fulfill the duties of the awarded grant project(s) in a timely manner. Lead on-the-ground social outreach in the Point/Palmer Cove neighborhood.
- Communicate with the City’s various local organizations, groups, and community members. Activities include door-knocking, posting flyers and brochures, one-on-one conversations with community members, and more. The COA must take thorough notes and communicate with the team on what was discussed.
- Work with outside outreach and engagement consultants on events, communications, material development and other activities.
- Coordinate with members of a newly formed Community Leadership Council on all outreach efforts.
- Design graphics, fact sheets, brochures, newsletters, and other communication tools for City mailings and social media posts as part of the grant project.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

### **QUALIFICATIONS:**

Qualified applicants should possess the following:

- Must be 18 years of age or older; must be a Salem resident, and Point Neighborhood residents preferred
- Experience in the Microsoft suite of applications (Word, OneDrive, Outlook, etc.)
- Experience with basic graphic design on Canva or other platforms
- Experience with social media, marketing, and event planning
- Professional verbal and written communication and ability to engage in-person communicator
- Focused and detail-oriented; ability to work independently and have flexible hours
- **Fluency in English and Spanish required**

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- The employee is frequently required to communicate verbally. Vision abilities required by this job include close vision and depth perception. Regular use of computer keyboards requires eye–hand coordination and finger dexterity. The employee may be required to be outside. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. Most work is performed in typical office setting, with some evenings and weekends, and include on-the-ground engagement and site visits. Some remote work is possible.
- The noise level in the work environment is usually moderate, typical of an office setting. Noise level may increase during outdoor or well-attended events.

### **HOW TO APPLY:**

Qualified individuals are encouraged to send resume and cover letter via email using this email address: [jobs@salem.com](mailto:jobs@salem.com). Position open until a candidate is chosen.

City of Salem, Human Resources Department, Lisa B. Cammarata, Director  
98 Washington Street, 3<sup>rd</sup> floor  
Salem, Massachusetts 01970

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Date: April 13, 2023