

OFFICE OF NEVADA GOVERNOR, BRIAN SANDOVAL

SOUTHERN NEVADA OUTREACH COORDINATOR

Posted: February 11, 2014

Open Until February 24, 2014 or Until Recruitment Needs Are Satisfied

RECRUITMENT OPEN TO:

This recruitment is open to all qualified applicants. This position is appointed by and serves at the pleasure of the Governor.

Position Description:

Reporting to the Director of Public Relations & Community Affairs, the Southern Nevada Outreach Coordinator is responsible for community outreach, attending events, and elevating visibility of the Governor's Office in southern Nevada. Additionally, this position provides support for constituent services and casework.

Job Duties:

The Southern Nevada Outreach Coordinator will:

- Speak and make presentations at approved events;
- Identify and attend outreach opportunities in southern Nevada communities;
- Meet with community leaders and constituents to build partnerships;
- Coordinate with policy staff in responding to constituent inquiries and casework;
- Support agency liaison efforts with southern Nevada Department Directors;
- Attend Cabinet meetings and staff Governor's meetings, as requested;
- Respond to office security concerns and reports to Capitol Police, if needed;
- Coordinate with Governor's Scheduler for events in southern Nevada;
- Stay informed and educate Las Vegas staff about trending issues;
- Follow State policies and procedures (i.e. travel claims, timesheets, etc.); and
- Perform other duties, as assigned.

Competencies:

Ethics/Integrity: Maintains confidentiality, acts with integrity, and promotes ethical conduct.

Communication: Accurately conveys analysis (verbally and in writing), and shares complete information with immediate staff and senior staff.

Accountability: Accepts responsibility for quality and timeliness of work.

Adaptability: Understands political realities and implications and accepts changing work conditions.

Preferred Qualifications:

A qualified candidate will: (1) have obtained a bachelor's degree from an accredited 4-year university; (2) be familiar with or have direct experience working in business, government and/or political or civic organizations. Preference will be given to candidates who are bi-lingual and/or conversant in Spanish.

POSITION LOCATION: Las Vegas, Nevada

RESUMES WILL BE ACCEPTED UNTIL MONDAY, FEBRUARY 24, 2014 OR UNTIL RECRUITMENT NEEDS HAVE BEEN MET. (All resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

SUBMIT RESUMES TO:

Office of Nevada Governor Brian Sandoval

Attn: Christina Davis

101 North Carson Street

Carson City, NV 89701

(775) 684-5670

or email to: cmdavis@gov.nv.gov

In subject line please reference: **Southern Nevada Outreach Coordinator**

The State of Nevada is an Equal Opportunity Employer.