



JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

October 27, 2023

TITLE: Government & Community Affairs Specialist-Caltrain
EMPLOYMENT TYPE: Nonexempt
DIVISION: Communications
APPLICATION DEADLINE: **Sunday, November 19, 2023**
PAY RANGE: \$1,277- \$1,950 Weekly (\$66,432 - \$101,441 Estimated Annual)
WORK LOCATION: San Carlos, CA

JOB SUMMARY: The Government & Community Affairs Specialist reports to the Manager, Government and Community Affairs and is responsible for assisting outreach and engagement in support of the Peninsula Corridor Joint Powers Board (Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Plan and coordinate special public outreach campaigns and events related to Caltrain capital and planning projects.
- Promote and publicize Caltrain to communities and business organizations.
- Assist in the development and dissemination of strategic communications about programs, plans, and projects using a variety of communication channels.
- Support Caltrain internal staff with their community and government affairs needs.

EXAMPLE OF DUTIES:

- Coordinate activities that build awareness and effectively promote the agency's overall activities, policies, and goals, including ribbon cuttings, project tours, committee member briefings, and other public events.
- Work with Community Based Organizations (CBO), working partners, employee volunteers and paid interpreters. Help implement plans that target different communities based on best practices for that community.
- Assist in growing Caltrain relationships with CBOs, including working with CBOs hired for paid outreach activities.
- Write and edit collateral materials, including webpages, fact sheets, newsletters, and support /congratulatory letters. Respond to requests from cities and other working partners as needed.
- Attend and conduct presentations to civic and community groups that may occasionally occur on nights and weekends.
- Maintain distribution database lists, organize meetings and coordinate with partners.
- Research and respond to inquiries, comments, concerns, and complaints from the public. Communication may occur in a variety of mediums including in-person, blog posts, social media, email, and phone.
- Staff special events, make presentations to community groups, and interact with the public at agency hosted meetings.
- Represent communications on cross-functional teams, working closely with planning and design and construction on projects. Take notes and action items and track progress.
- Coordinate activities of different branches of the communications department including marketing and customer communications, public affairs, and digital media.
- Co-establish internal processes for government and community affairs work across the agency and district.

San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA 94070-1306

- Perform all job duties and responsibilities in a safe manner to protect yourself, your fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the general supervision of the Manager, Government and Community Affairs, who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in communication, Public Relations, Journalism, or a closely related field.
- Two years' experience in government and community affairs, political campaigns, community organizing, communications, public relations, community outreach or relevant fields.

PREFERRED QUALIFICATIONS:

- Organized and detail oriented.
- Able to work a flexible schedule (nights and weekends).
- Must have effective oral and written communication skills.
- High level of comfort with using digital tools such as Microsoft Office Suite, database programs, website updates, slide deck creation, and email blast programs.

SELECTION PROCESS:

The process may include written and skills test assessments or supplemental questions and will require a panel interview. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

CURRENT EMPLOYMENT BENEFITS:

For further Benefits details please go to: <https://www.caltrain.com/about-caltrain/jobs/employee-benefits>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off:	Up to 26 days per year.
Cafeteria Plan:	Medical, dental, vision care, group life insurance, and more
Transportation:	Free Transportation for Employees on Caltrain. Free bus transportation for employees and qualified dependents
Retirement:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none"> ○ Classic Members – 2% @ 60 benefit formula, 3-year average of highest compensation ○ New Members – 2% @ 62 benefit formula, 3-year average of highest compensation

HOW TO APPLY:

- To apply, please visit the <https://www.caltrain.com/about-caltrain/jobs>. Complete an online employment application and supplemental questionnaire by **11:59 PM Sunday November 19, 2023**. A resume will not be accepted in lieu of the application and supplemental questionnaire (If required). Incomplete application will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for accommodation, please contact the Human Resources Department at (650) 508-6308.
- SamTrans celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.