

Community Liaison (CL)

A community liaison, or community liaison (CL), interacts with a local community on behalf of the organization, such as business owners, school, or property owners. Works closely with organization's Sim-Ops Coordinator. Their duties include providing information, translation, or training to people in the community. Liaison will also host or attend community meetings, public service seminars, and daily company meetings. Other responsibilities are reporting back to the organization on how well information was received.

The community liaison is a personal contact for an organization and the community. They help orient people with or program. For example, community liaisons might make phone calls and home visits to property owners and help reinstate contact with employees, community members, or addressing items that need follow-up.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Work extensively with community agencies in accessing resources
2. Foster positive relationship between the organization and community
3. Refer people to the correct contact
4. Collaborate with community organizations to meet needs of the organization
5. Communicate with community as needed
6. Assist Sim-Ops with further responsibilities as needed
7. Maintain confidentiality

SKILLS:

Strong interpersonal and communication skills required. Ability to build community connections and relationships.

EDUCATION AND EXPERIENCE:

High School Diploma. Demonstrate ability to work with the community at large.

