

## **OUTREACH SPECIALIST**

### **L. Luster & Associates, Inc.**

- DESCRIPTION:** L. Luster & Associates (LLA), a small, woman/minority-owned business headquartered in Oakland, CA, is seeking an Outreach Specialist to work on one or more projects to assist LLA project in completing business, public, community, and/or contractor outreach for Clients. This includes preparing outreach materials, coordinating outreach logistics, arranging public meetings, preparing public noticing, and making and tracking contacts with contractors, public agencies, community organizations, labor groups, and other project stakeholders to complete outreach activities requested by our Clients. The Outreach Specialist also assists with project record keeping and client interface. Finally, the Outreach Specialist like all LLA employees works to support LLA's marketing efforts on an ongoing basis.
- POSITION TYPE:** Full-time or Part-time Position depending on Client needs.  
Full-time position comes with medical/dental, holiday, vacation and 401K benefits.  
Salary commensurate with qualifications.
- REPORTING:** Reports to Senior Outreach Specialist, Project Manager or Principal; may also have a Client Supervisor.
- DEGREE REQUIRED:** Bachelor's Degree ideal; A.A. degree at minimum.
- EXPERIENCE:** 3-5 years of experience implementing construction or community outreach programs. Knowledge of construction bid and award processes preferred. Outreach event coordination and collateral production highly desirable. Good organizational, written and oral communication skills. Working knowledge of Microsoft Office: Word, Excel, PowerPoint and Access.
- SPECIFIC DUTIES:**
- Assists with project outreach activities to include: handling outreach logistics, making and tracking contacts with contractors, public agencies, community organizations, labor groups, and other project stakeholders to complete outreach activities requested by client
  - Prepares outreach flyers and assists with other outreach materials
  - Arranges for meeting facilities and catering
  - Attends project meetings and prepares meeting notes
  - Assembles outreach contact lists
  - Maintains project related databases
  - Outreaches to contractors to promote contractor utilization on specific projects
  - Maintains project records and files
  - Tracks and documents all outreach activities
  - Assists with preparation of project reports
  - Provides marketing and other support to LLA as requested

To apply: Send resume and cover letter to Dr. Laura Luster via email at: [Laura@LLusterassociates.com](mailto:Laura@LLusterassociates.com)

Open until filled.