

The Da Vinci Discovery Center of Science and Technology, Inc.

Job Description

October 2021

Job Title	Community Engagement Liaison
Department	Development
Reports to	Director of Community Relations

Type of position:	Hours: Varies per week	FLSA Classification:
<input type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input type="checkbox"/> Seasonal	<input checked="" type="checkbox"/> Days <input checked="" type="checkbox"/> Weekends	<input type="checkbox"/> Exempt
<input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern <input checked="" type="checkbox"/> Permanent	<input checked="" type="checkbox"/> Evenings <input checked="" type="checkbox"/> Holidays	<input checked="" type="checkbox"/> Nonexempt

GENERAL DESCRIPTION

The Community Engagement Liaison will facilitate the development of relationships between the Da Vinci Science Center and members of the Allentown community to engage Allentown residents in developing exhibits, programs and events that reflect the unique character and needs of Allentown and its surrounding communities. The Community Engagement Liaison will play an instrumental role in facilitating community engagement in the development of the new downtown science center, while actively expanding involvement by Allentonians in current programming at the Cedar Crest facility and in the community. The ideal candidate will be a current or former Allentown resident with a passion for building a strong, equitable community that has access to STEAM – science, technology, engineering, arts and math – learning and resources through the Da Vinci Science Center. They will also be a curious learner with an interest in STEAM and the intersection of art and science.

SPECIFIC JOB RESPONSIBILITIES

- Identify engagement opportunities for science center participation that are inclusive of all segments of the community with a specific focus on historically excluded groups; track activity.
- Engage directly with community members on a daily basis.
- Coordinate several art projects for the new Da Vinci Science Center at PPL Pavilion.
- Represent Da Vinci Science Center at various meetings and events, developing intentional collaborations with community members/organizations/businesses to enhance program services for the community.
- Organize community meetings.
- Help coordinate engagement of local community in art projects for the new downtown facility.
- Assist Human Resources in identifying strategies to recruit Allentown residents for job openings; help coordinate outreach efforts.
- Work with our Finance Department, Community Action Development Corporation of Allentown, the Allentown Chamber, and other organizations to identify Allentown businesses that might supply products and services regularly purchased by the science center.
- Conduct ongoing and consistent outreach with staff at community organizations, schools, committees, and other stakeholders to keep them informed of activities.
- Document and report all interactions with stakeholders, submit weekly reports and provide real-time updates to the Director of Communications as issues arise.

- Support development of community outreach materials and other written communications; including drafting letters and other informational materials.
- Attend weekly project and communication team meetings.

REQUIREMENTS

- Commitment to the mission and vision of the Da Vinci Science Center
- Related experience and demonstrated knowledge of Allentown community; current or former resident of Allentown preferred
- Bilingual in Spanish and English
- Strong Interpersonal skills – a critical duty of the liaison is to build trusting and effective partnerships to facilitate engagement and outreach
- Effective verbal and written communications skills; detail-oriented and organized
- Ability to manage competing priorities, synthesize ideas and prioritize commitments
- Ability to be creative and flexible in responding to changing priorities and emerging needs
- Ability to manage time effectively, prioritize and meet deadlines, and to manage several activities simultaneously
- Ability to work independently with limited supervision
- Ability to work nights and weekends
- Successful completion of a criminal background check including checks through Pennsylvania State Police, Pennsylvania Child Abuse Registry and FBI fingerprinting national background check.
- In accordance with the Vaccine Mandate Policy of the Da Vinci Discovery Center of Science and Technology, Inc., your employment is contingent upon providing proof of receiving a full course of a Covid-19 vaccination and, to the extent recommended by the FDA, receiving periodic booster shots.
- Candidates from diverse backgrounds are encouraged to apply.

PHYSICAL DEMANDS OF THIS JOB

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the position. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of this job.

The employee is occasionally required to be on their feet for four (4) hours at a time.

While performing the responsibilities of this job, the employee must occasionally move or lift up to and including 10 - 20 pounds.

Vision abilities required by this job include close vision (close vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors).

WORK ENVIRONMENT OF THIS JOB

While performing the responsibilities of the position, these work environment characteristics are representative of what may be encountered. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

The noise level in the work environment is usually moderate but can be loud during busy times.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the position and is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

Management reserves the right to revise duties as needed.

CEO/Executive Director Approval:		Date:	
Director/Manager Approval:		Date:	
Employee Acknowledgement:		Date:	