General Summary: Serves as a staff specialist in resiliency and sustainability communication and outreach within CCSR, and develops, maintains and implements related relationships and initiatives to further CCSR activity. Independently develops and conducts research, collects and analyzes data, makes recommendations and executes programs that educate and inform the community about CCSR activity, climate change, sustainability and resiliency issues. Manages public service announcements, social media, website, and other education platforms for CCSR.

1. Serves as lead for all CCSR outreach programs and initiatives, developing positive and professional relationships with internal staff, media, and general public

2. Researches and identifies new partnership opportunities for CCSR to advance community preparedness and outreach into new populations on a regular basis, and serve as the primary contact for external community partners working in preparedness and community education

3. Manage public service announcements, social media, website, and other education platforms for CCSR and serve as information liaison between office and government agencies, NGOs, and community groups

4. Establishes a clear vision and direction for CCSR education, community preparedness, and outreach activity, and implements and maintains campaign strategy throughout the community in consultation with executive staff

5. Develops all production of outreach material produced by CCSR and assist CCSR staff with production of presentations, graphics, and other outreach related material

6. Advise executive staff on media and other outreach opportunities and arrange for opportunities for executive and other CCSR staff to deliver messages consistent with outreach goals

7. Monitors, tracks and evaluates all aspects of preparedness and outreach campaigns to determine successes and challenges, prepare reports to summarize impact

8. Performs other related duties as may be assigned