

COMMUNITY ENHANCEMENT TEAM (CET) COMMUNITY LIAISON

The Community Enhancement Teams coordinate services across multiple LA County departments to improve the quality of services for residents in selected unincorporated communities within the County of Los Angeles. The goal of the CET Community Liaison is to engage the network of community members/organizations, government agencies and community based service providers to actively participate in a partnership with the County to improve the quality of life within the CET community.

Duties and Responsibilities

Under the supervision of the Chief Executive Office, Office of Unincorporated Area Services, the CET Community Liaison will be responsible for working with existing neighborhood groups to provide training in the areas of leadership development, team building, interpersonal skills, and community engagement. Duties also include but are not limited to:

- Facilitates the development of Block Watch programs in cooperation with the Sheriff's Department;
- Works with government officials to create open and transparent opportunities for community planning with their constituents;
- Engages and develops capabilities of core community leaders who will advocate for the community on multiple issues relating to public safety, code enforcement, economic development, and other issues identified by the community and CET members;
- Creates and implements strategies to engage diverse constituencies;
- Assists core community leaders in the development of strategies that would support their ability to address community goals over the long-term;
- Monitors CET activities by regularly attending meetings of the established community leadership, the Board of Supervisors and/or other County and community meetings on related CET issues;
- Facilitates effective communication between community leaders, Board Offices and County staff engaged in discussions that impact the furtherance of CET goals and initiatives; and
- Ensures that the community's interests remain tantamount to those of LA County to enhance partnership and trust.

Qualifications

The position is best suited for a highly organized individual with a strong record of success in organizing groups around a common goal. Qualifications include a Bachelor's degree or equivalent experience, and knowledge or experience in the area of community development. Applicants must have experience working with residents at the neighborhood level and demonstrated knowledge of community organizing and group facilitation. Individuals must also demonstrate experience working on resident-driven activities to improve the quality of life for distinct communities. Bilingual

skills are preferred (English and Spanish). Salary will be commensurate with experience.

The following are additional qualifications:

- Strong oral and written communication skills;
- Excellent interpersonal, facilitation, and organizational skills;
- Ability to work independently and willingness to work extended hours, including some weekends and evenings;
- Experience bringing communities together to address issues that affect their quality of life;
- Extensive experience training community members in the areas of leadership, public speaking and advocacy;
- Knowledge of community policing including theory and practice of block watch programs;
- Commitment to improving economic and social conditions of CET target area residents;
- Familiarity with the functions of local, state and federal government;
- Patience, compassion and flexibility;
- Own vehicle, with insurance and valid California Drivers License;
- 5 years of experience working with grassroots organizations, community-based organizations, policy-makers, and local government bureaucracy preferred;
- Strong writing skills with an ability to write and discuss complex issues in plain language; and
- Experience in working collaboratively with both residents and local government to further joint initiatives that improve the quality of life within CET communities.
- Strong conflict resolution skills.

All interested individuals should mail or fax a cover letter and resume by August 31, 2009, to the attention of:

Dorothea Park, Manager
Unincorporated Area Services Division, Chief Executive Office
County of Los Angeles
500 W. Temple Street, Room 723
Los Angeles, CA 90012
(213) 633-5085 fax
(No phone calls please)