

Seeking Cantonese and/or Mandarin Speakers to Join our Outreach Team!

Civic Edge Consulting (Civic Edge) seeks hardworking, and passionate individuals to join our multi-lingual team of Outreach Ambassadors. We are hiring for multiple part-time on-call positions and encourage individuals from all backgrounds to apply.

Our Outreach Ambassadors support the varied outreach and community engagement needs of government agencies and non-profit organizations in San Francisco and throughout the Bay Area. Work hours can range from a few hours to 25 hours per a week, during traditional and non-traditional hours. You will tell us the hours you can work, and pick the outreach shifts that work for your schedule.

Responsibilities:

- Educating community members about neighborhood projects;
- Conducting door-to-door outreach;
- Collecting data for transit-based surveys;
- Distribution of materials at bus stops and/or community centers; and
- Staffing and support for community meetings.

Desired Skills + Experience:

- More than three years of outreach or communications experience, an associate degree, postsecondary certificate or Bachelor's degree, **OR** current enrollment in a college or university;
- Interest in community issues and local government;
- Adaptable and willing to maintain optimistic, always;
- Ability to work weekends and evenings;
- Strong verbal communications and writing skills; and
- **Proficiency in Cantonese or Mandarin. In your application, please indicate all languages spoken, and your proficiency in each.**

Compensation:

- \$25/hour, Matching Funds 401K

Applying:

Please submit a **one-page cover letter** and your **resume** - both in PDF format - to ambassador@thecivicedge.com at your earliest opportunity. No phone calls, please. Applicants will be hired on a rolling basis.

Our Commitment:

Civic Edge commits to advancing equity and diversity in all that we do. We are an Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, people with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.