



## Job Description

**Job Title: District Director for Community Engagement, Outreach & Recruitment**  
**JTC: AIP**

**Salary Range: E03**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Spearhead community engagement, partnerships, outreach, recruitment and advocacy efforts to support the DCCCD mission.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and experience coordinating outreach, community engagement and recruitment efforts. Demonstrated understanding of grassroots community-building techniques, including a demonstrated ability to establish and implement an effective community outreach plan and evaluating key performance indicators to assess performance.

Demonstrated vision and experience using emerging platforms to reach and engage a broad array of audiences. Demonstrated ability to strategize, implement and build constituency programs and activities. Experience developing policies and procedures for recruitment and outreach to a diverse population, faculty and deans. Requires a well-developed understanding of Federal and state regulations as they pertain to distinct educational benefits.

Effective collaboration skills working with internal and external partners including community leaders and individuals from diverse environments. Ability to coordinate departmental outreach and recruitment efforts. The ability to support the DCCCD colleges in providing timely, responsive and effective academic workforces and student support services to the student population.

Thorough familiarity of all segments of the Dallas county community including demographics, diverse strata and community groups and organizations. Requires the ability to utilize computer technology to access data, generate reports and maintain data. Ability to organize and complete multiple assignments simultaneously with close attention to detail and prioritization to meet deadlines. Ability to work independently, make immediate decisions to respond quickly to specific situations, and ability to work and coordinate a team to attain optimal performance.

Highly collaborative style with experience developing and implementing communications strategies successfully; background that demonstrates relationship-building, consensus building, flexibility and managing through influencing. Excellent oral and written communication skills to represent the college community to a wide variety of public contacts and individuals from diverse backgrounds. Must have excellent customer service skills.

## PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree or higher in related field plus two (2) years of experience in purchasing, facilities management and/or contract administration. Must have current driver's license for offsite travel. Official transcripts required. \*\*\*Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for performing administrative, planning and supervisory work associated with community outreach, recruitment, and engagement. Responsibilities includes budget development, strategic planning and administration. Interprets and communicates policies and procedures of the DCCCD.

Ensures coordinated outreach and recruitment efforts focused on historically underserved and underrepresented groups. Identify sector specific activities and engagement opportunities. Develops and monitors strategic plan for community outreach and recruitment. Serves on various DCCCD committees, councils, and task forces as assigned.

Cultivate and maintain partnerships with key staff members in appropriate levels of support to student programs and participate as an active partner in efforts to provide service to a diverse student body. Works closely with the district director for educational partnerships and college/location outreach personnel to identify and respond to community needs.

Represent the DCCCD and attend/participate in meetings and functions of local and regional organizations to enhance relationships and advance the DCCCD objectives. Selects, trains, and evaluates assigned staff. Responsible for staff development and renewal.

Develop strategies to facilitate better communication and engagement with the community and foster awareness of DCCCD special programs. Must have excellent interpersonal, presentation, verbal and written communication skills to interact with individuals from diverse backgrounds within the DCCCD community network.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*