



# METROPOLITAN PUBLIC DEFENDER SERVICES, INC.

## JOB DESCRIPTION

### SECTION ONE – POSITION INFORMATION

Classification Title:	Outreach Coordinator
Department:	Community Law
Supervised by:	Chief Attorney
FLSA:	Non-Exempt
Union Representation:	AFSCME Public Defenders Local 3668
Grade:	5
Salary:	\$15.29 - \$20.75 per hour

### SECTION TWO – SUPERVISION RECEIVED AND EXERCISED

Outreach Coordinator receives general supervision from Chief Attorney of Community Law. This position does not exercise supervision over other support staff positions.

### SECTION THREE – POSITION SUMMARY

Community Law Division (CLD) is a branch of MPD, a non-profit law firm that provides criminal public defense and other legal services in an effort to remove barriers to advancement for vulnerable populations in the Portland metropolitan area. CLD serves past and current clients of MPD's Criminal Division and clients of our established community partners. We assist people who were and are involved, or are at risk of involvement, in the criminal justice system.

CLD's specialty is diminishing the downstream effects of criminal justice involvement. We help undo the damage done by an imbalanced criminal justice system by reducing social stigma and clearing our clients' records. These criminal record clearing services include expungement, felony reduction, reducing court fines and fees, correcting the legal record, warrant resolutions, and driver's license reinstatement. We also advocate for systemic changes to help all Oregonians previously involved in the criminal justice system. Some of our efforts include developing county-wide programs to reduce court debt and legislative advocacy to widen statutory access to criminal record clearing.

In working with our clients, we evaluate their circumstances for other legal issues posing barriers to opportunity and stability. When beneficial, we will provide a fuller range of civil legal services. CLD's expanded services include immigration and removal defense, family law and protective orders, housing and homelessness prevention, public benefits, guardianship and other legal issue areas.

We partner with government agencies and organizations to serve our clients, working together to help clients navigate the legal system, remove barriers to economic opportunities, and deliver justice.

The work performed requires a general knowledge of the organization's operations.

## SECTION FOUR – ESSENTIAL FUNCTIONS

The Outreach Coordinator performs extensive outreach to the community by building on strengths and reducing barriers to available services. This position is funded in part by the City of Portland, and is part of a City-wide effort to bring restorative justice to the past victims of cannabis prohibition. They provide case management and support to the Community Law Division and assist with community mobilization when appropriate.

The essential duties of this position include, but are not limited to, the following elements which require the Outreach Coordinator to:

- Develop and direct hands-on outreach activities and education, plan public events, facilitate public meetings/workshops and mobilize new and existing allies for specific projects.
- Interact with and mobilize people from diverse populations in a wide variety of settings, including communities of color, different ethnic populations, and a variety of incomes, ages and differing levels of educational attainment.
- Effectively communicate our mission to community partners and participants.
- Demonstrate the commitment to a client-oriented approach to advocacy and ability to work on delicate issues in a compassionate and sensitive manner.
- Strong organizational skills, follow-through and flexibility around changing priorities and deadlines.
- Maintain accurate, complete and concise files.
- Support community partners to advocate for policy changes affecting their community.

## SECTION FIVE – NONESSENTIAL FUNCTIONS

- Maintain a professional demeanor within and outside the office.
- Participate actively in the performance appraisal process, staff meetings, office committees, projects and training, as required.
- Participate in special projects as assigned.
- Other duties as assigned.

## SECTION SIX – EQUIPMENT OPERATED

Office phones, cell phones, computer, fax, calculator, printer, copier, scanner, digital video and digital cameras.

## SECTION SEVEN – JOB SPECIFICATIONS

### **KNOWLEDGE**

- High school diploma or GED.
- Education or experience working in the legal or social service field is preferred but not required.
- Experience in developing grants for community-related projects and activities is preferred but not required.
- Knowledge of mental health issues and child welfare services.
- Basic usage of modern office equipment and Microsoft Office software.
- Principles and practices of working safely.

### **SKILLS**

- Skill in operating a computer to search, update, correct, and retrieve information.
- Skill in communicating orally and in writing with a variety of people, gathering and exchanging information. This includes public speaking and formal presentations.
- Skill in typing (proficient at 35 words per minute with 100% accuracy)

- Skill in operating typical office equipment such as office phones, cell phones, computer, fax, calculator, printer, copier, scanner, digital video and digital cameras.

**ABILITIES**

- Ability to work collaboratively in a fast-paced work environment.
- Ability to network with new or current partners and connect them to our work; create and maintain relationships in the Portland region.
- Ability to conduct data analysis.
- Ability to pass an annual criminal background check and DMV check.
- Ability to develop professional, accurate, and detailed reports.
- Ability to meet deadlines.
- Ability to travel within the community.
- Ability to develop outreach materials for vulnerable populations, preferable including social media and outbound call and text campaigns
- Ability to visually search, enter, edit computerized data.
- Ability to maintain confidentiality of agency records.
- Ability to courteously greet employees, clients and community members.
- Ability to deal effectively with people of widely divergent backgrounds.
- Ability to relate empathetically to clients and their special needs.
- Ability to learn and work within office policies and procedures affecting assigned work.
- Ability to apply office policy, procedures and work rules affecting assigned work.
- Ability to organize work efficiently and to make appropriate decisions concerning work methods.
- Ability to review forms or information for accuracy and completeness.
- Ability to apply common sense understanding to carry out instructions.
- Ability to work independently and as part of a team.

**SECTION EIGHT – PHYSICAL REQUIREMENTS**

Work is generally sedentary, in an office setting or community organization. There are occasional requirements for some physical activity such as carrying boxes of records weighing up to 10 pounds, stooping to extract records from files, or carrying and setting up displays in the community.

Must have the ability to drive a vehicle and a valid Driver’s License so good hearing and at least 20/40 vision with glasses or corrective lenses is required. Must have visual acuity, clear speech and keen hearing.

**SECTION NINE – WORK ENVIRONMENT**

The work environment is friendly, team-oriented, cooperative and respectful.

The requirements of this position are performed primarily in an office setting although daily field work occurs about 40% of the time. Outreach Coordinators work a majority of their hours between from 8:00a.m. - 5:00p.m. Monday through Friday. Ability to work flexible hours including evenings and weekends, as necessary, in order to accomplish the program mission.

Regular and predictable attendance is a requirement of the job. Overtime must be pre-approved in writing by the Executive Director.

**APPROVALS & REVISION DATES**

**Created December 11, 2018**

**Approved by: Carl Macpherson, Executive Director  
Kristine Constans, Human Resources Manager**