



Position	Community Liaison Officer		
Salary	\$45,000 - \$65,000/ D.O.Q.		
Job Type	Full-time		
Opening Date	March 6, 2024	Closing Date	March 30, 2024

Nature of work

This position demands a thorough grasp of CRA funding programs and policies, with extensive engagement with businesses and residents in the CRA District. Duties encompass public outreach, record keeping, research, and report writing. Additionally, the role involves coordinating outreach initiatives, managing grants, and identifying funding prospects. It necessitates independent judgment and proactive approach in executing the Community Redevelopment Plan.

Working Conditions

The work conditions for this position are dynamic and diverse, blending office-based tasks with community engagement and administrative responsibilities. The role also involves the flexibility to work additional hours as needed to meet job requirements.

Duties & Responsibilities:

Duties may include, but are not limited to, the following:

- Plans and implements strategies to enhance community engagement, involvement, and collaboration, raising awareness about the CRA and its grant programs.
- Supports in drafting grant applications; coordinates the submission of grant applications, tracks their status, and monitors the receipt of grants; prepares grant monitoring and financial reports for submission to grantors and/or other agencies, adhering to specific grantee requirements.
- Monitor, maintain, and evaluate records; prepare data; verify training activities; review and provide feedback on the effectiveness of CRA funding programs and assigned projects.
- Serves as a liaison between the CRA, City and community partners, addressing internal and external inquiries regarding CRA programs and opportunities.
- Develops and implements new programs to address the needs of the CRA District.
- Prepares summaries and reports for the CRA Board.
- Assists with administering all CRA grants.
- Ensures up-to-date program information is available through various communication channels.

Education, Experience and Other Requirements (Minimum Requirements)

- Bachelor’s degree in public administration or a related field from an accredited college or university, and at least two (2) years of responsible experience in an appropriate area of work specialization.
- Proficiency in computer software programs, especially the Microsoft Office Suite.
- Possesses strong interpersonal skills, able to establish and maintain positive relationships with supervisors, colleagues, public officials, city representatives, partner organizations, stakeholders, vendors, businesses, and the general public.
- Must have a valid driver’s license and a reliable vehicle.
- Bilingual in English/Spanish is a plus.

Candidates with a combination of experience, skills, and education that meet the required knowledge, skills, and abilities for this position may be considered.

Application Information: All applicants must submit a cover letter, resume and supporting minimum requirement documents to omnicra@miamigov.com.