



## Position Description

**Position Title** Outreach and Engagement Program Supervisor

**Career Level/Grade** M1

### Position Overview

The Outreach and Engagement Program Supervisor leads the day-to-day execution of community engagement activities across Outreach & Education and Community Impact functions. This role ensures that frontline work is aligned with strategic priorities and is delivered with quality, consistency, and clear communication. The Supervisor translates priorities into actionable plans, coaches and develops staff, and provides operational insight that strengthens alignment and drives continuous improvement across community-facing functions.

We believe that our people are our greatest strength. Each employee contributes to our shared mission, vision, strategy, and values. We are committed to fostering a workplace that is **Supportive, Impactful, Accountable, and Inclusive**.

### Supervision and Fiscal Responsibilities

No fiscal responsibility.

Responsible for managing the day-to-day activities of community engagement staff.

### Examples of Duties

- Supervise, coach and develop community engagement staff by setting clear expectations, providing regular feedback, and supporting professional growth.
- Translate departmental priorities and goals into clear and actionable plans across the community engagement teams.
- Coordinate staffing, schedules, and workload to ensure projects and activities are delivered with quality and reliability across all areas.
- Monitor the quality, consistency, and resource dedication of community engagement work, intervening and coaching as needed.
- Establish and maintain operational workflows, communication routines, and documentation standards.
- Center health equity principles in community engagement delivery, team practices, and operational recommendations.
- Ensure staff have clarity on priorities, access to necessary resources, and a supportive environment to perform at a high level.
- Develop and maintain positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.

### Qualifications

- A minimum of a bachelor's degree in social work, public health, health administration, or other relevant field, OR a combination of equivalent experience and education.
- A minimum of 1-3 years of related experience, demonstrated ability, and skills and/or supervisory experience.

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### Knowledge, Skills, & Abilities

- Has a thorough understanding of community engagement practices, collective impact practices, and outreach methods.
- Ability to supervise, coach, and manage performance in a team-based environment.
- Skill in workload coordination, scheduling, and capacity management.
- Ability to translate strategic direction into clear, actionable tasks and expectations for frontline staff.
- Ability to monitor quality/ consistency of community-facing work and provide timely constructive feedback.
- Ability to build and maintain operational workflows, documentation standards, and routine communications.
- Ability to navigate change and support teams through transitions in priorities, systems, or processes.
- Skill in developing and refining operational tools and practices that drive consistency and clarity across teams.
- Strong interpersonal and communication skills with the ability to adapt across formats for diverse audiences and team dynamics.
- Demonstrated commitment to health equity, cultural responsiveness, and inclusive team leadership.
- Intermediate Microsoft Office skills (i.e. Word, PowerPoint, Outlook, Teams).
- Detail oriented, excellent organizational skills, with a commitment to high-level accuracy.
- Commitment to contributing to an inclusive and equitable working and learning environment.
- Ability to work both cooperatively within a team and independently.
- Ability to communicate well verbally and in writing, and to keep accurate and complete records.
- Ability to effectively interact, work, and develop meaningful relationships with people of diverse backgrounds, including cultures, beliefs, customs, socioeconomic statuses, abilities, genders, gender identities, and sexualities.

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

### Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Must have close visual acuity to perform activities such as preparing and analyzing data and figures, viewing a computer monitor, extensive reading.
- Must be able to sit or stand for prolonged periods.
- Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier, and other office equipment.
- Must have the ability to move from place to place on the job.
- Must have the ability to communicate information and ideas verbally so others will understand.
- Requires reliable transportation; valid driver's license and auto insurance if reliable transportation is by personal automobile.

### Infection Prevention

During flu season, flu shots are strongly recommended for this position.

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### Equal Opportunity Employer

The Health District is committed to creating an equitable and inclusive workplace and proudly serves as an Equal Opportunity Employer. We welcome applicants from all backgrounds and ensure that all qualified candidates receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state, or local laws.

**We believe that diverse backgrounds and perspectives strengthen our organization, so we consider a combination of experiences to meet minimum qualifications.** Experience may include related knowledge, skills, abilities, education, work, and lived/living experience. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.