JOB OPENING ANNOUNCEMENT
Apply On-line at https://www.caltrain.com/about/Jobs.html
Employment Hotline (650) 508-6308

December 2, 2022

TITLE: Government & Community Affairs Specialist (Caltrain)
EMPLOYMENT TYPE: Non-Exempt (Full-Time)
DIVISION: Rail Communications
APPLICATION DEADLINE: Tuesday, January 2, 2023
PAY RANGE: $1277-$1950per week ($66,432-$101,441 estimated annual)
WORK LOCATION: San Carlos, California

JOB SUMMARY: The Government & Community Affairs Specialist reports to the Manager, Government and Community Affairs and is responsible for assisting outreach and engagement in support of the Peninsula Corridor Joint Powers Board (Caltrain).

EXAMPLES OF ESSENTIAL FUNCTIONS:
• Plan and coordinate special public outreach campaigns and events related to Caltrain capital and planning projects.
• Promote and publicize Caltrain to communities and business organizations.
• Assist in the development and dissemination of strategic communications about programs, plans, and projects using a variety of communication channels.
• Support Caltrain internal staff with their community and government affairs needs.

EXAMPLES OF DUTIES:
• Coordinate activities that build awareness and effectively promote the agency’s overall activities, policies, and goals, including ribbon cuttings, project tours, committee member briefings, and other public events.
• Work with Community Based Organizations (CBO), stakeholders, employee volunteers and paid interpreters. Help implement plans that target different communities based on best practices for that community.
• Assist in growing Caltrain relationships with CBOs, including working with CBOs hired for paid outreach activities.
• Write and edit collateral materials, including fact sheets, newsletters, and support /congratulatory letters. Respond to requests from cities and other stakeholders as needed.
• Attend and conduct presentations to civic and community groups that may have meetings at night and on weekends.
• Maintain distribution database lists.
• Research and respond to inquiries, comments, concerns, and complaints from the public. Communication may occur in a variety of mediums including in-person, blog posts, social media, email, and phone.
• Staff special events, make presentations to community groups, and interact with the public at agency hosted meetings.
• Represent communications on cross-functional teams. Coordinate activities of different branches of the communications department including marketing and customer communications, public affairs, and digital media. Take notes and action items and track progress.

• Perform all job duties and responsibilities in a safe manner to protect yourself, your fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
• Perform other duties as assigned.

**SUPERVISION:**
Works under the general supervision of the Manager of Government and Community Affairs who establishes goals and objectives, monitors, and evaluates performance.

**MINIMUM QUALIFICATIONS:**
Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor’s degree in Communication, Public Relations, Journalism, or a closely related field.
- Two years’ experience in government and community affairs, political campaigns, community organizing, communications, public relations, community outreach or relevant fields

**PREFERRED QUALIFICATIONS:**
- Organized and detail oriented.
- Able to work a flexible schedule (nights and weekends).
- Must have effective oral and written communication skills.
- High level of comfort with using digital tools such as Microsoft Office Suite, database programs, website updates, slide deck creation, and email blast programs.

**SELECTION PROCESS MAY INCLUDE:**
The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

**EMPLOYEE BENEFITS:**
For further benefit details please visit: [https://www.smctd.com/SMCTD_Employment.html#benefits](https://www.smctd.com/SMCTD_Employment.html#benefits)

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<tr>
<th>Benefit</th>
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<tr>
<td>Holidays</td>
<td>Seven (7) paid holidays, plus up to four (4) floating holidays per year</td>
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<td>Paid Time Off</td>
<td>Up to 26 days per year</td>
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<td>Cafeteria Plans</td>
<td>Medical, dental, vision care, group life insurance, and more</td>
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<td>Transportation</td>
<td>Free transportation on Caltrain for employees. Free bus transportation for employees and qualified dependents</td>
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<td>Retirement</td>
<td>Social Security and California Public Employees Retirement Systems (CalPERS)</td>
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<td>• Classic Members – 2% @ 60 benefit formula, 3-year average of highest compensation</td>
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<td>• New Members – 2% @ 62 benefit formula, 3-year average of highest compensation</td>
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**HOW TO APPLY:**
- To apply, please visit [https://www.caltrain.com/about-caltrain/jobs](https://www.caltrain.com/about-caltrain/jobs). **Online submittal will be accepted until 11:59p on January 2, 2023.** Complete an online employment application. A resume will not be accepted in lieu of the employment application.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308.
- Caltrain celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.