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AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

Job Title: Outreach Coordinator		Posting Date: October 4, 2021	Serial No.: 166-21
Department/Division: Public Health/ BCCP		Closing Date: October 18, 2021	Announcement No.: 140-21
Type of Position: Permanent Appointment	Posting Type: Employment Opportunity/ Open to Public	Pay Grade and Salary Range: GS 09/ \$16,467 - \$41,817 p.a.	

General Description:

Responsible for connecting the Family to Family program with the surrounding community. Brainstorm potential partnerships or methods for engagement with local community, families of children with disability, and promote internal programs that will assist families of children with disability.

Key Duties and Responsibilities:

- Assist Program Director, Manager and staff brainstorm outreach to the community.
- Assist with scheduling meetings, trainings, workshops and outreach programs
- Attend and participate in meetings, trainings, conference, etc, required by the program leads.
- Assist with required reports, routing of proper documents
- Conduct community outreach programs
- Handling public relations, such as developing strategic relationships, conducting informational presentations in schools, local community and other groups
- Connect with families of children with disability to acquire their needs that the program is able to assist with and refer to program manager for assistance
- Perform administrative duties as required by program manager
- Perform other job-related duties as assigned

Knowledge, Skills and Ability:

- Must know how to speak fluent English and Samoan
- Must have the ability to adjust well to changes and situations with little to no notice
- Must have the ability to work under stress
- Must have the ability to work well as part of a team, multitask and be innovative.


This is an Equal Employment Opportunity Employer

Academic and Experience Requirements:

- Applicant must have an Associate Degree from an accredited school plus 4 years of experience
- Years of progressively responsible working experience may be substituted for portion of the academic requirement
- Salary will be adjusted according to experience

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, **or please contact the Recruitment unit at 633-4485/633-4000.**

Fa'afetai tele,



Lynn Pulou-Alaimalo
Director, Department of Human Resources