



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL
ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

ANDREA JOY CAMPBELL
ATTORNEY GENERAL

(617) 727-2200
www.mass.gov/ago

NOTICE OF POSITION VACANCY #24-062

Date Posted: November 1, 2023

Application Deadline: November 22, 2023

Job Description and Qualifications for:

OUTREACH COORDINATOR

EXECUTIVE BUREAU
COMMUNITY ENGAGEMENT DIVISION
WORCESTER REGIONAL OFFICE

The Attorney General's Community Engagement Division aims to fulfill the Office's mission to serve all people in the Commonwealth of Massachusetts in every one of its diverse communities. The Division works to establish a bridge between the Attorney General's Office (AGO) and community members and organizations across Massachusetts so that every resident has access to the Office's services. To this end, the Division works with all bureaus in the Office to develop trainings, information sessions, clinics, and public presentations on a wide variety of topics.

Primary Duties: The Outreach Coordinator is responsible for managing and cultivating partnerships with community groups, organizations, and other stakeholders to advance the AGO mission and strategic priorities; helps lead key initiatives in partnership with community allies, including our Wage Theft Clinics, regional summits, and topical webinars; attends community and stakeholder meetings to assess partnership opportunities, develop relationships, and communicate AGO mission and objectives; coordinates advisory council meetings; assists the Office to deliver its services and trainings to the general public on wage and hour, consumer protection, and other topics; organizes and participates in community engagement events, such as Community Action Hours; represents the Office and/or Division in public events; provides general administrative and office support to the Worcester Regional Office, as needed; and performs other duties, as assigned. This position requires frequent travel throughout Central Massachusetts.

Position Requirements:

- Bachelor's degree or equivalent experience;
- Bilingual candidates preferred;

- The successful candidate will be able to demonstrate a connection to the people and communities we serve, including historically marginalized communities, and an interest in supporting a respectful and inclusive work environment.
- Skillful strategic thinker and results oriented performer;
- Ability to establish clear expectations and continuously measure performance;
- Self-starter with the ability to manage time effectively;
- Strong verbal and written communication skills;
- Knowledge of external communications and cultivation techniques is essential;
- Ability to coordinate all aspects of an event, including logistics, correspondence, printed materials, etc.;
- Ability to coordinate and lead internal and external meetings and events;
- Proficiency with Microsoft Office Suite, MailChimp, GoToMeeting, and other software preferred;
- Candidates must be able to work both independently, and in a team environment;
- Preference also given to applicants who have demonstrated experience working with diverse populations;
- Candidate must be available to work some nights and weekends;
- Valid Massachusetts driver's license required.

Position Type: Full-Time/Non-Exempt

Salary: \$50,760 to \$57,240

Application Process: To apply for this position, visit the AGO website via this [link](#) to register and create a profile, upload your cover letter and resume, and submit an application. Candidates may only apply directly using the AGO's online Employment and Recruitment jobs portal.

Qualified individuals with disabilities are encouraged to apply. We will gladly assist applicants in need of an accommodation. For assistance, contact the Human Resources Division at (617) 963-2041.

Inquiries regarding position and status may be made to:

Emily Torres-Cullinane, Chief
Community Engagement Division
617- 963-2493

The Attorney General's Office is an Equal Opportunity Employer. As the representative of the Commonwealth and its residents, the Attorney General's Office strives to ensure that those working in our office reflect the diversity of the communities we serve. The Office encourages applicants from a broad spectrum of backgrounds to apply for positions.