

WE ARE HIRING A NEW BILINGUAL OUTREACH AMBASSADOR

- Are you interested in outreach work in the Bay Area, primarily Alameda, Contra Costa, San Mateo, and San Francisco counties
- We are hiring Spanish-English and Vietnamese-English bilingual speakers. Additional languages are welcome!
- This role offers flexible, part-time, shift-based work. Ambassadors select shifts based on availability and project needs.
- Pay is \$35.50 per hour.



Are You Our Next Outreach Ambassador?

Outreach Ambassadors play a key role in connecting communities to civic projects. Working closely with our Outreach Management Team, you will represent clients at events, conduct field outreach, support community meetings, and collect meaningful feedback from people who live, work, and play in the Bay Area.

This is a part-time, shift-based role with hours that vary depending on project needs. Work availability may fluctuate, with some periods busier than others. Schedules are set monthly, and Outreach Ambassadors select shifts based on availability. Learn all about the job and more about Civic Edge Consulting below.

Applying for the Job

Please email your resume to hire@thecivicedge.com with the subject line: "Bilingual Outreach Ambassador – [Your Name]." We look forward to learning more about you! In your email, please include:

- A brief introduction about yourself
- Why you are interested in this position
- All languages you speak and your level of proficiency

About Civic Edge Consulting

Civic Edge Consulting (Civic Edge) is a woman-owned communications, marketing, and community engagement company with offices in San Francisco and Oakland, CA. We

work with government agencies, nonprofits, and private companies across the Bay Area, with increased work focused in Alameda County.

We strive to be staff-led. To us, that means staff feel empowered to guide their work and influence the culture at our company. For our clients, we cultivate thoughtful engagement, craft creative messaging, provide savvy strategy, attract positive media attention, and deliver top-notch events — to strengthen and improve the communities in which we live and work.

Our largest areas of work include transportation, infrastructure, public health, education, resilience planning, and other community-focused public projects.

Our work is guided by our firm's core values of community, curiosity, equity, impact, and integrity. These principles ensure our clients get the best results for their project and the communities they serve. Learn more about us at thecivicedge.com.

Outreach Ambassador Position Overview

As an Outreach Ambassador, you will play a key role in connecting Bay Area communities to civic projects and public decision-making processes. Working closely with Civic Edge's Outreach Management Team, you will represent our clients at events, conduct field outreach, support community meetings, and collect meaningful feedback from people who live, work, and play in Alameda County and the greater Bay Area.

This role is ideal for someone who enjoys engaging directly with the public, working in dynamic environments, and contributing to projects that advance equity and community voice. Familiarity with Alameda County neighborhoods, cultures, and community spaces — or a strong interest in building local connections — is highly valued.

Schedules are flexible and vary by project needs. Outreach work may be slower during certain periods and busier during others, with many shifts occurring evenings and weekends.

Outreach Ambassador Duties and Responsibilities

(Other duties may be assigned as necessary)

- Staff and support in-person and virtual community meetings
- Represent Civic Edge and our clients professionally at outreach activities **primarily located in Alameda, Contra Costa, San Mateo, and San Francisco counties**
- Conduct outreach at community events, neighborhoods, transit hubs, and public spaces throughout Alameda County
- Walk neighborhoods to distribute outreach materials and share project information with residents
- Engage proactively, respectfully, and thoughtfully with community members

- Gather survey responses, stories, and qualitative community feedback
- Document outreach activities, including written summaries, photos, and notes
- Communicate clearly and promptly with Outreach Managers and team members
- Maintain accurate scheduling, timekeeping, and reporting systems
- Transport outreach materials as needed (reliable transportation is helpful but not required)

Requirements and Qualifications

- Bilingual proficiency in Spanish-English or Vietnamese-English (additional languages welcomed)
- At least 2 years of work experience, preferably in a related role
- Familiarity with Alameda County communities, cultures, or geography — or strong interest in working locally within the county
- Strong verbal communication and active listening skills
- Demonstrated interpersonal skills and comfort engaging with diverse communities
- Interest in community issues, civic engagement, and/or local government
- Ability to work evenings and weekends as required by project needs
- Ability to walk or stand for extended periods and carry up to 20 lbs
- Comfort working outdoors and in a variety of community settings
- Detail-oriented and organized, with basic familiarity with digital tools (e.g., Microsoft and Google suites)

Not sure you meet 100% of the qualifications? If you believe you could excel in this role, we encourage you to apply. We value diverse lived experiences and transferable skills.

Compensation and Expectations

This is a part-time, hourly position paid at **\$35.50 per hour**. Outreach Ambassadors select shifts based on availability and project needs. Most outreach shifts will take place in **Alameda County**, with occasional opportunities elsewhere in the Bay Area depending on the project. Civic Edge also offers:

- Flexible, part-time scheduling
- Matching 401(k)
- Paid equity training
- Opportunities to build skills in community outreach and public engagement

Due to the nature of community engagement work, this role often requires evening and weekend availability. To balance busy periods, we do our best to support flexibility and breaks when feasible.

Civic Edge's Equity Commitment

As a company, we aspire to transform our work culture to proactively counter racial and social inequities inside and outside our organization. From 2019–2022, we completed a

collaborative, company-wide process to develop our [Racial Equity Framework](#), which continues to guide our work today.

We value self-awareness and seek team members who are committed to centering racial and economic equity in their work and lives.

We particularly encourage applications from members of communities disproportionately impacted by systemic racism and oppression, including Black communities, Indigenous communities, communities of color, people with disabilities, and LGBTQ+ community members. If you are a member of these groups, you are welcome (but not required) to self-identify in your application.

We provide a workplace free from discrimination and harassment on the basis of race, color, religion, national origin, age, sex, sexual orientation, gender identity, disability, veteran status, or any other protected status.

Legal Stuff

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described and may be amended at any time at the discretion of Civic Edge Consulting.