



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
June 1, 2026

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc - Supervisory
Mgmt Svc - Managerial
Mgmt Svc - Confidential

Agency: Oregon Advocacy Commissions Office

Facility: Portland, Oregon

New Revised

SECTION 1. POSITION INFORMATION

Form with fields: a. Classification Title: Public Affairs Specialist 2; b. Classification No: 0865; c. Effective Date; d. Position No: 132273; e. Working Title: Community Engagement Liaison; f. Agency No: 13100; g. Section Title: Administration; h. Budget Auth No: 139114; i. Employee Name: Vacant; j. Repr. Code: UA; k. Work Location: Portland - Multnomah (remote); l. Supervisor Name: Jeff Selby; m. Position: Full-Time; n. FLSA: Exempt; o. Eligible for Overtime: No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Oregon Advocacy Commissions Office provides administrative support to the following four independent advocacy commissions:

The Commission on Asian and Pacific Islander Affairs promotes equity for Asian and Pacific Islanders who live in Oregon. They identify barriers impacting their communities and needs which are relayed to policy makers. The Commission helps other agencies interact more effectively with Asian and Pacific Islanders, and coordinates events and community gatherings.

The Commission on Black Affairs promotes equity for Black Oregonians. They identify barriers impacting their communities and needs which are relayed to policy makers. The Commission helps other agencies interact more effectively with Black Oregonians, and coordinates events and community gatherings.

The Commission on Hispanic Affairs promotes equity for Hispanic Oregonians. They identify barriers impacting their communities and needs which are relayed to policy makers. The Commission helps other agencies interact more effectively with Hispanic Oregonians, and coordinates events and community gatherings.

The Commission for Women promotes equity for women in Oregon. They identify barriers impacting their communities and needs which are relayed to policy makers. The Commission helps other agencies interact more effectively with women Oregonians, and coordinates events and community gatherings, such as the annual Women of Achievement Awards.

The Oregon Advocacy Commissions consist of 11 members each: nine appointed by the Governor, and one each by the President of the Senate and the Speaker of the House. They work independently and with intersectionality across multi-year cycles to advance thoughtful, equitable, and well-informed policy development and implementation.

The Oregon Advocacy Commissions and the Oregon Advocacy Commissions Office (The Agency) are committed to the principles of racial equity, social justice, collaboration, public engagement, and transparency. We work to amplify the voices of systemically excluded and institutionally oppressed communities to inform and influence decisions for policy, programs and budgets in State government.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The Community Engagement Liaison plays a critical role in advancing the visibility, accessibility, and community impact of the Oregon Advocacy Commissions and the Oregon Advocacy Commissions Office. Through strategic communications, community engagement, and collaborative partnerships, this position strengthens connections among communities, legislators, the Governor's Office, and the Advocacy Commissions while supporting opportunities for public participation and civic engagement. The position promotes public awareness and trust by fostering meaningful dialogue and helping stakeholders better understand the Advocacy Commissions' mission, priorities, and role in informing policy and advancing equity across Oregon.

The Community Engagement Liaison coordinates with the Agency Executive Director and Advocacy Commissions to establish and implement communications and community engagement plans. By centering community voice in research design, upstream strategies, and measures, the Community Engagement Liaison supports the statutory work of the Commissions. The outcomes of the work are focused on reducing barriers for communities of color and women statewide by informing and influencing public policy through the research and advisory role of the Advocacy Commissions. The role supports the mission of the Advocacy Commissions to ensure authentic community engagement and input on social and racial justice issues. The Liaison helps communities understand and engage with the Advocacy Commissions and strengthens connections between community perspectives and State policy, program, and budget decisions.

The position develops and fosters partnerships with community leaders, culturally specific organizations, and stakeholders across Oregon to strengthen trust and support meaningful engagement with the Advocacy Commissions. In this role, the position serves as a dedicated staff liaison between the Advocacy Commissions and the communities they represent, to encourage meaningful collaboration and supportive partnerships. The Community Engagement Liaison supports the Advocacy Commissions in integrating community perspectives and data-informed analysis to identify and address policy gaps, systemic inequities, and barriers in State policies and programs.

As an equity, facilitation, and communications resource, the position develops public-facing information, educational materials, reports, presentations, and communication strategies that support the work of the Advocacy Commissions. The position grows and maintains public access to data and applied research about their communities on the Agency's and Commissions' website; develops the Advocacy Commissions' reports to the legislature, Governor's Office, and community, writing briefing sheets and

presentations covering the Commissions’ research findings and policy development; creates community engagement, advocacy, and policy messaging for dissemination through traditional and social media channels; co-facilitates trainings and onboarding presentations; and organizes public events. The position maintains a positive working relationship with the media around equity-focused stories, relating the Commissions’ work to public interest within culturally specific and broader audiences.

Internally, the position collaborates with Agency staff, the Governor's Office, State agencies, and Commissioners to coordinate communications, engagement activities, and information sharing related to Commission priorities. The position develops and provides information to policy makers and the public; designs informational materials, web and social media content; and leads implementation of the Commissions’ engagement/communication plans.

The position uses a variety of communication and community engagement tools and practices, including writing, public relations, facilitation, media relations, public speaking, training, and graphic design (Adobe Creative Suite preferred).

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
25%	N	E	<p>Community Engagement and Planning:</p> <ul style="list-style-type: none"> • Develop and implement culturally responsive engagement and outreach strategies that align with the Agency’s strategic plan and support the priorities of the Advocacy Commissions. • Build and maintain relationships with community leaders, culturally specific organizations, public agencies, and other stakeholders to identify engagement needs and strengthen community partnerships. • Analyze demographic and community data to develop profiles and needs assessments that inform outreach strategies and support equitable participation by communities of color and women.
50%	N	E	<p>Implement of Engagement and Communications Activities:</p> <ul style="list-style-type: none"> • Identify and engage stakeholders with expertise and lived experience related to Advocacy Commission priorities and facilitate listening sessions, community forums, and other engagement activities to gather input from urban and rural communities across Oregon and inform policy development and recommendations. • Promote transparent, inclusive, and respectful engagement practices that build trust among community members, stakeholders, Commissioners, and staff. • Partner with the Advocacy Commissions to incorporate community perspectives into strategic priorities, research

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

			<p>activities, legislative education efforts, and policy recommendations.</p> <ul style="list-style-type: none"> • Coordinate with Advocacy Commission Chairs, legislators, agency partners, and the Governor's Office to align community engagement, communication, and public information efforts related to Commission priorities. • Manage the Advocacy Commissions' social media presence by developing content strategies, creating and coordinating digital content, promoting events and initiatives, and supporting interactive and live-streamed engagement opportunities. • Plan and coordinate community forums, town halls, and other public engagement events that advance Advocacy Commission priorities through in-person, virtual, and hybrid formats. • Represent the Advocacy Commissions in relevant community, governmental, and professional networks to strengthen partnerships and advance engagement and communication objectives. • Partner with Agency staff to gather relevant data and strategies that inform desired community engagement outcomes. • Organize community events including the annual Women of Achievement Awards
25%	N	E	<p>Develop Materials and Maintain Database:</p> <ul style="list-style-type: none"> • Develop plain-language educational materials that increase understanding of State government processes, including legislative and budget development processes, and support meaningful civic engagement by constituent communities. • Using the Agency's Style Guide, write, edit, and coordinate the development of communication materials for internal and external audiences, including briefing papers, fact sheets, reports, newsletters, web content, presentations, talking points, social media content, and educational materials. Ensure communications are accessible, culturally responsive, and translated as appropriate for target audiences. • Develop, maintain, and regularly update a statewide stakeholder database to support community engagement, outreach, partnership development, and communication efforts. • Evaluate and implement emerging engagement methods, technologies, and best practices to expand community participation and improve outreach effectiveness.
100 %			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

- Most work will be performed in an office environment and in community. Must possess a current valid driver's license.

- Regularly organizes, moderates, and presents at stakeholder meetings via Zoom or other internet/phone conference platforms.
- Periodically works with emotionally distressed, hostile or angry people.
- Occasional travel within the state to visit stakeholder and community groups, including some overnight travel.
- Occasional irregular and extended work hours, including evenings and weekends, to attend public meetings and other community events.
- The agency currently works in a telework, remote environment. It is likely that this will remain the main working environment with periodic face-to-face meetings.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Oregon Revised Statutes
- Department of Administrative Services Human Resources policies on professional conduct
- Department of Administrative Services policies and procedures
- Oregon Boards and Commissions Handbook
- Governor’s Office communications and engagement resources and best practices
- Public meetings laws
- Oregon Ethics Guidelines
- Oregon Advocacy Commissions Bylaws
- Roberts Rules of Order

b. How are these guidelines used?

The communications, public engagement, public meetings, decision-making, and manner of acting of all Commission members, the Advocacy Commissions, and Agency staff are governed by these rules.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Community stakeholders	By phone, Zoom, e-mail, in person	Plan and implement community engagement and policy input.	Weekly
Agency and legislative partners	By phone, Zoom, Teams, e-mail, in person	Plan and prepare stories, briefing sheets, committee presentations, research and data overviews and other communication on equity-related topics lead by the Advocacy Commissions and their partners.	As needed
Media, Stakeholder web/podcasts, interviews	By phone, Zoom, Teams, e-mail, in person	Provide information, data, and stories for equity focused coverage, or enterprise stories.	As needed
Oregon Advocacy Commissioners	By phone, Zoom, e-mail, in person	Coordinate and collaborate on community engagement and communications and planning	Weekly

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

The Liaison has frequent contact with Commissioners, State legislators and staff, special interest groups, and the public. The decisions made by this position in collaboration with partner agencies is critical and have far reaching effects on the Advocacy Commissions.

- Determines communication strategies, messaging approaches, outreach methods, and implementation timelines to maximize awareness, accessibility, and engagement among constituent communities statewide.
- Determines community engagement strategies and methods to ensure outreach and participation opportunities are culturally responsive, linguistically appropriate, and accessible to diverse communities.
- Determines the timing, format, and facilitation approach for community meetings, listening sessions, and outreach activities to maximize participation, trust, and meaningful community input.
- Determines the appropriate level of technical, policy, and programmatic information for diverse audiences to support understanding, informed participation, and effective communication.
- Determines the content, framing, and delivery of public communications, including news releases, briefing materials, and informational resources, to ensure accuracy, consistency, and alignment with Commission priorities.
- Determines the development, organization, and use of stakeholder, demographic, and community data resources to support outreach efforts, inform Commission priorities, and strengthen data-informed decision-making.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Agency Head 9 – SR32 – Exempt	1310001	In person, Zoom, email, phone, written, staff meetings	As needed	Assignments, daily business and performance management
		Written / in person	Quarterly	Performance Evaluation

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
 How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

- Experience in large and small group facilitation, including the ability to solicit and value diverse viewpoints.
- Experience managing projects with multiple stakeholders, specifically experience working with communities of color, and immigrants and refugees.
- Outstanding interpersonal skills.
- Understanding of and experience applying principles of network organizing and social justice movement-building.
- Excellent communication skills, both verbal and written, including the ability to make connections across differences, build rapport, understand what motivates people, and communicate in a way that connects with diverse motivations.
- Experience in demographic analysis of communities of color, women, and other protected groups.
- Knowledge of graphic design principles and tools such as Adobe Creative Suite.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

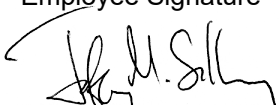
Operating Area	Biennial Amount (\$00000.00)	Fund Type
		General Fund

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: , classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
 _____ Appointing Authority Signature	6/17/2026 _____ Date		