

Job Summary:

The job of SCICON Liaison is done for the purpose/s of presenting information about the SCICON program to students, parents, school personnel and the general public. The SCICON Liaison also provides training to high school students who will be counselors at SCICON, attends the SCICON board meetings to take minutes, and performs miscellaneous office duties as required.

Essential Functions:

- ▶ Contacts schools for the purpose of arranging presentations or training workshops.
- ▶ Presents programs for the purpose of providing information to elementary students and parents about the SCICON program.
- ▶ Presents training workshops for the purpose of preparing high school students to be counselors at SCICON.
- ▶ Distributes mailings to schools and board members for the purpose of providing information about the SCICON program.
- ▶ Takes minutes of SCICON board meetings for the purpose of keeping accurate records.
- ▶ Transports self to schools for the purpose of making presentations or providing workshops.

Skills, Knowledge and/or Abilities:

- ▶ **Skills to:**
 - communicate effectively;
 - deliver presentation to large groups;
 - use word processing and e-mail software;
- ▶ **Knowledge of:**
 - computer operation;
 - audiovisual equipment operation;
- ▶ **Ability to:**
 - speak audibly to a large group;
 - hear conversations;
 - drive to locations throughout Tulare County;
 - walk to specific locations;
 - carry objects;
 - lift objects.

Responsibilities include: working under standardized instructions and/or routines; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Experience Required:

- ▶ Job related experience is desired.
- ▶ Bilingual experience (Spanish) preferred.

Education Required:

- ▶ High School Diploma or Equivalent.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Department of Justice and FBI Fingerprint Response.
- ▶ Valid California Driver's License and proof of automobile insurance.

Revised August 2001

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.