



**Position Description**  
**Outreach and Engagement Specialist**

**BRIEF DESCRIPTION**

RAMA Consulting Group is a Columbus-based, management consulting firm specializing in outreach and community engagement. We are seeking qualified candidates to assist in conducting outreach, market research, community education, and grassroots communications to residents and community stakeholders on various client projects. Incumbent may also be involved in message development and communication strategy internally, as needed.

**POSITION DESCRIPTION AND DUTIES:**

- Community outreach activities including door to door and phone canvassing
- Regularly engaging and building relationship with residents and community leaders
- Conducting resident surveys
- Marketing upcoming events and community based activities
- Maintaining records and activity reports
- Public presentations
- Serve as effective liaison between RAMA and other firms/contractors

**COMMUNICATION SKILLS REQUIREMENTS:**

- Outgoing and engaging personality with desire to meet new people
- Strong verbal and interpersonal communication skills
- Strong working knowledge of popular social media platforms (e.g. twitter, facebook, etc.)
- Ability to understand and articulate complex subject-matter
- Ability to combine customer service and listening skills effectively
- Maintain a positive, personable, outgoing and enthusiastic attitude
- Be self-directed and able to work well in a team

**OTHER POSITION REQUIREMENTS:**

- Professional and neat appearance
- Requires schedule flexibility to work occasional weekends and some evenings, as needed
- Possess good organizational skills and the ability to provide accurate recording of data collection activities
- Familiarity with smart phone and/or tablet technology is a plus
- Former campaign/canvassing experience is a plus, but is not required

**POSITION DETAILS:**

- Part time and Full time available– approximately 20-40 hours per week, for up to 12 months
- Hourly employee or contractor opportunities

**THE RAMA COMPANIES**

**RAMA Consulting Group, Inc.** (RAMA) is a performance management consulting company based in Columbus, Ohio. Our major areas of focus include: Strategic Planning, Evaluation and Assessment, Training and Development, and Cultural Competence. RAMA is small business celebrating over 13 years of continuous growth. In addition to our core team, associates (independent contractors) are often hired to achieve success on client projects or for advisement on internal matters. At RAMA our mission is to “partner with diverse individuals and organizations to inspire their optimal performance and successful outcomes.” Our motto is “*Engagement that Inspires*”.

**To Apply:**

**Forward a resume and cover letter with salary requirements to:**

**apply@rama-consulting.net**

**Attn: Engagement Specialist**

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**Part & Full Time Opportunity Available**

**(Please, no phone calls)**

***Position Open Until Filled***