

Cannabis Control Commission
Job Description

Department: Administration

Reports to: Chief of Staff

Job Title: Director of Community Outreach

FLSA Status: Exempt

I. PURPOSE OF THE JOB

Develop and oversee efforts to promote the inclusion of communities disproportionately harmed by marijuana arrests and incarceration, and to engage with minorities, women, veterans, and farmers, in accordance with state law and the Commission mission statement.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Design a vision and strategic outreach plan to promote cannabis equity-based and diversity-based policies and initiatives to the communities they are designed to benefit;
- Travel across the Commonwealth to implement the Commission's strategic outreach plan;
- Develop and maintain effective working relationships with community leaders;
- Build collaborative partnerships with community organizations;
- Conduct outreach by: phone and email; meetings with community leaders; trainings; recruiting people to attend and promote events; and hosting events;
- Utilize relationships and networks to keep community members informed about policy developments;
- Establish and implement a metric system to measure the effectiveness of community outreach;
- Actively participate in community events;
- Use a variety of approaches to collect public input on an ongoing basis, including presentations, educational programs, and technology.

III. OTHER DUTIES AND RESPONSIBILITIES

- Working with Commissioners, Director of Communications, Director of Government Affairs, and Director of Constituent Services to ensure messaging and training are consistent across populations and platforms;
- Attend trainings and lead trainings as appropriate;
- Perform related duties as assigned.

IV. EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited college or university
- A minimum of 5 years of progressively responsible experience working with diverse community groups
- Proven ability to establish and maintain effective working relationships with diverse community groups, community media, and partner organizations
- Experience speaking to a variety of audiences
- Demonstrated project management experience
- Experience developing outreach plans
- Excellent written and verbal communication skills
- Strong interpersonal and organizational skills
- Strong computer skills (i.e., Word, Excel)

- Commitment to Commission's mission, standards and goals

IV. SALARY RANGE | \$65,000 - \$75,000

Benefits Package:

The Commission is pleased to offer a comprehensive benefits package to its employees. The specific components and eligibility may vary based upon position classification, hours worked per week and other variables. Therefore, specific benefits for this position may be discussed as part of the interview and offer process.

The Director of Community Outreach is a management position; as such the successful candidate will be hired as an employee at will. This position is non-civil service. This position is an exempt position.

The overall benefits available include: paid vacation, sick and personal leave time, health, dental and vision insurance through the Commonwealth's Group Insurance, and optional pre-tax Health Savings Account plans.

In addition, the Commission provides employees the opportunity to elect life insurance, long term disability insurance, deferred compensation savings, tuition remission and pre-tax commuter account plans, along with other programs.

The Commission employees also participate in the Commonwealth's State Retirement Plan, which can become a defined benefit plan for those that both vest and subsequently retire from State service. Follow this link for additional retirement information: <http://www.mass.gov/treasury/retirement/state-board-of-retire/>.

Commitment to Diversity:

The Commission is committed to building a diverse staff across its entire agency and at all levels. The Commission is an equal opportunity/affirmative action employer.

Application Process and Deadline:

The Commission encourages interested candidates that meet the minimum requirements for experience and skills to apply for this position. Interested candidates should submit a cover letter and resume by e-mail no later than Wednesday, March 21, 2018. The application package should be submitted to:

CannabisCommission@state.ma.us

Please include the position title in the subject line: Cannabis Control Commission Director of Community Outreach

Submissions are due by 5:00 pm (e-mail) on March 21st; late submissions may be considered solely at the discretion of the Commission.

Notice of Required Background Check – Including Tax Compliance:

The Commission requires a background check on all prospective employees as a condition of employment.

Candidates should be aware of this requirement but should also know that such background check is not initiated until:

1. A candidate is invited to a second or subsequent interview, and
2. The candidate has signed the Background Check Authorization Form and related releases.

This background check includes a Criminal Offender Record Information (CORI) check, Federal IRS and Department of Revenue state tax compliance on all prospective employees as a condition of their employment.

Candidates with advanced degrees and professional licenses may have these credentials verified. Individuals other than those references provided by a candidate may be contacted in the course of completing a full background and qualification check.

Those candidates invited to interview will be contacted by the Commission. Unfortunately, due to the anticipated high volume of applicants for this vacancy, we are unable to provide status updates to specific individuals.

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