

Critical Hub Networks, Inc. is seeking qualified candidates for the Puerto Rico Bridge Initiative (PRBI), a project funded by the U.S. Department of Commerce under the American Reinvestment and Recovery Act of 2009 (ARRA). We are currently seeking candidates for the following position:

**Job Title: Community Outreach Specialist**

**Department: PRBI**

**Announcement Number: PRBI-570-010**

**Job Summary:**

The Community Outreach Specialist will be responsible for promotion of the Puerto Rico Bridge Initiative project and the increased usage of broadband technology to community anchor institutions, including the development and maintenance of relationships.

Community anchor institutions include schools, libraries, health care providers, emergency response and government agencies.

**Responsibilities:**

- Outreach to organizations to increase awareness of broadband technology, the PRBI Federally-Funded project.
- Demonstration of services to potential organizations
- Plans, coordinates, manages and participates in outreach programs.
- Gathers, analyzes and presents data necessary to evaluate the viability of developing programs to meet the needs of the institutions.
- Creates outreach materials, presentations, documentation, proposals, reports and other marketing information.
- Interacts with community organizations and participates in meetings for the identification and solving of problems and issues.
- Stays current on technology as it apply to community organizations & institutions.
- Promote the expansion of broadband technology throughout Puerto Rico.
- Works to achieve the goals of the PRBI project
- Performs other duties as required

**Requirements:**

- Creative, open-minded and with great problem solving skills
- Ability to work independently and make appropriate decisions or escalations.
- Ability to build working relationships with key stake holders at various levels within the organization.
- Proven history of documenting projects and processes.
- Good experience in Microsoft Office Suite to include excellent skills Excel, PowerPoint and Visio.
- Professional with ability to properly handle confidential information
- Ability to work well independently and in a team environment
- Ability to handle multiple tasks, prioritize and meet deadlines.
- Bilingual (English/Spanish). Excellent written and verbal communication skills.
- Demonstrated organizational skills
- Team player with strong desire to assist and share knowledge

**Key Requirements:**

Educational Requirements: Bachelor's Degree from four year college/university is required. Previous sales, promotion, education and/or outreach experience preferred.

Applications will be accepted from U. S. Citizens  
This position is Full-Time Permanent, Excepted Service  
Residency in the US for the last 5 years  
Background Check Required  
Must be fluent in English and Spanish - orally and in writing.

Duty Location: Based in San Juan, Puerto Rico. Travel throughout island is required.

Please send a cover letter, resume, salary history and relevant candidate support including letters of recommendation, transcript and/or copy of degree, professional certifications via email in PDF format.

Critical Hub Networks, Inc. is an Equal Opportunity Employer