

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Outreach Services Specialist Consumer Protection Division

The Outreach Specialist will work on behalf of the Office of the Indiana Attorney General to expand the reach of the office and to help coordinate service and outreach to communities across the state. This position reports to the Director of Outreach Services of the Consumer Protection Division.

Duties

- Responsible for working with three other Outreach Services Specialists in reaching all 92 counties within the State of Indiana with consumer education and services of the Office of the Indiana Attorney General.
- Design and plan educational workshops to teach financial literacy and consumer education to communities throughout the state.
- Identify key community service providers throughout all 92 counties and create partnerships with them to take the services of the office into the community they serve.
- Perform other duties and complete special projects as assigned.

Qualifications

- Bachelor's degree from an accredited college or university.
- Strong written and oral communication skills.
- Self starter with exceptional organizational skills to be able to orchestrate outreach events from beginning to end, including planning, marketing and execution.
- Ability to work well as part of a team.
- Proficient in computer skills, including Microsoft Word, Excel and Outlook.
- Willing to travel and work evening and weekend hours as needed.