



Hispanic Outreach Liaison Manager:

Utilities Protection Center, d.b.a. Georgia 811 is accepting applications for a Hispanic Outreach Liaison Manager in our Duluth, GA Office.

Company Overview

Georgia 811 is a communication system established to provide one contact for excavating contractors and the general public to notify utilities of their intent to use mechanized and/or non-mechanized equipment for excavation, tunneling, grading, boring, blasting, demolition or any similar work. This system provides the participating utility members an opportunity to locate and identify their underground facilities. We are a non-profit association funded by our member utilities and located outside of Atlanta in Duluth, GA. Learn more about the company at www.georgia811.com.

Position Description

As a Hispanic Outreach Liaison Manager at Georgia 811 you will be a part of the Liaison Management Team responsible for training and educating professional excavators, utility members, and the general public about safe digging practices that are required in the State of Georgia. The successful candidate will also work to expand and enhance all Hispanic training and marketing opportunities for Georgia 811. The team is looking for an individual who is a clear oral and written communicator, one who embraces collaborative engagement and feedback but is a capable self-starter.

Responsibilities include but are not limited to the following:

- Performs all liaison duties as assigned in both English and Spanish.
- Facilitate processes and training for English and Spanish stakeholders
- Attends and participates in Utilities Coordination Committee Meetings, District DOT Meetings and Pipeline Safety meetings as GA811 representative to give updates for training, goals, public relations, etc.
- Attend trade shows and conferences as required based on region including business needs
- Provide the following training opportunities: Georgia Utility Facility Protection Act, PSC Rules, GA811 processes and other applicable rules and regulations
- Set up training, coordination, translation of materials to Spanish speaking community
- Work as a translator and interpreter in support of Corporate Communications, Web Services and GA 811 online training modules
- Expand and enhance Hispanic training opportunities
- Other duties as required

Requirements

- Bachelor's degree preferred
- Able to speak, write and read Spanish fluently
- Ability to professionally interpret English to Spanish as well as Spanish to English
- Ability to professionally translate written materials from English to Spanish as well as Spanish to English
- Ability to present in front of both small and large groups in both formal and informal settings in both English and Spanish. Standing for long periods of time may also be required.

- Ability to move safely over uneven terrain
- Ability to safely lift 30 pounds
- Competent computer skills in Microsoft Office, including but not limited to, Word, Excel, PowerPoint & Outlook
- Knowledge of Utilities industry preferred
- Ability to learn the business and industry
- Attention to detail
- Clean driving record
- Excellent communication skills, both written and spoken

Georgia 811 offers medical, dental, vision, 401k, and other benefits. Qualified candidates must pass pre-employment drug and background checks. Georgia 811 is an Equal Opportunity Employer. You are invited to complete the Self Identification form (41-CFR 60-300) which is found on our website under "Job Opportunities" and submit it directly to the email address provided on the form.

Visit our website at: www.georgia811.com

Please email your resume to careers@georgia811.com