



WSP - Senior Outreach Specialist (Northern California High-Speed Rail)

Read more about this position below:

Be involved in projects with our national Communications & Public Involvement Practice. This is an exciting opportunity to join our national team of talented communications and public outreach/public information professionals.

At WSP, we are driven by inspiring the right people to be part of our future-focused business objectives. Our devotion to teamwork has allowed us to build communities and expand our skylines. Here at WSP, anything is within our reach and yours as a WSP employee. Come join us and help shape the future!

WSP is currently initiating a search for a Senior Outreach Coordinator for our Oakland, CA office. This position will take a pivotal role in advancing the high-speed rail program in Northern California. This position will be an essential member of a team of communications and outreach professionals, and will primarily support outreach activities for the California High-Speed Rail Authority. Attention to detail and high level of organization, superior writing and verbal communication skills, ability to work with strict outreach timelines, experience with public speaking, and being a self-starter are essential for this position. This position also includes working with a diverse group of people, including clients, agency partners, community groups, members of the public, and the internal project team.

Duties and Responsibilities:

- Supports the Northern California regional stakeholder manager in outreach and communications to stakeholders, including elected officials, transit agency representatives, community leaders, regional organizations, individuals, businesses, and communities.
- Supports the California High-Speed Rail Authority's Northern California Regional Director with outreach activities and efforts necessary for the EIR/EIS processes and overall community relations.
- Supports and/or represents the regional stakeholder manager as needed in a variety of settings/meetings, including public events, working groups, and project open houses.
- Supports and/or assists in the management of all regional outreach activities and team members.
- Essential member of and supports the Oakland-based project delivery team to successfully deliver client objectives and outreach goals for the Authority.
- Supports Northern California outreach activities and is a key member of the outreach team. This includes reviewing, editing, and managing the quality control of public meeting documentation and materials, interfacing with technical teams, communicating with community stakeholders, attending and speaking at public meetings, and assisting the oversight of an outreach contractor and its deliverables.
- Manage and develop a variety of materials designed to inform the public and stakeholders about the California High-Speed Rail program. These documents will include both internal and public facing documents that may include white papers, fact sheets, executive summaries, talking points, Board of Directors' meeting content and other documents.
- Is a contributing member of the entire Northern California high-speed rail team and supports all required outreach activities in the delivery of the environmental documents and other outreach activities for the Northern California project sections of the California High-Speed Rail Program.
- Oversees scheduling and production deadlines to meet internal and external client requests, and deadlines.
- Provides writing, editing and quality control of a variety of materials (presentations, fact sheets, infographics, summaries, etc.) designed to inform the public and stakeholders about the California High-Speed Rail Program.
- Other duties as assigned.

Talent is the essence of meeting our client's objectives, goals and challenges. If this sounds like a fit for you, we'd love to have that first discussion of you joining our team.

Job Requirements



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Minimum Qualifications:

- A minimum of five (5) years of experience in communications and/or outreach methods with infrastructure/transportation projects.
- Bachelor's Degree in Communications, Planning, Government Relations, Public Affairs or related field.
- Strong command of English language, with written/oral communication and proofing skills. Experience with writing for multiple audiences and presenting technical concepts in a clear and concise structure.
- Experience with the development and implementation of public outreach plans, environmental planning protocols, NEPA/CEQA process, public meetings and working groups, and scheduling with transportation, infrastructure or other public projects.
- Experience with scheduling and meeting internal/external deliverable deadlines with multiple groups and internal/external client contacts.
- Experience overseeing subcontractors and accompanying supporting tasks, including task orders, scope development and management, as well as monitoring contract deliverables, deadlines and budgets.
- Experience with project coordination and client communications/relations.
- Experience with public speaking, presenting technical content, and fielding diverse comments and questions.
- Proficiency working with Microsoft Office (Word, Outlook, PowerPoint, Excel) and Adobe Acrobat documents.
- Knowledge of Bay Area and state transportation organizations, agencies and transportation providers, and knowledge of Bay Area communities and demographics.
- Exercise responsible and ethical decision-making regarding company funds, resources and conduct and adhere to WSP's Code of Conduct and related policies and procedures
- Proven track record of upholding workplace safety and ability to abide by WSP's health, safety and drug/alcohol and harassment policies

Preferred Qualifications:

- Master's Degree in Communications, Planning, Government Relations/Public Affairs, or related field.
- Knowledge of trafficking/scheduling and/or production management.
- Experience with project-based work and/or working environment.
- Fluency in Spanish, Vietnamese, Cantonese, or Tagalog is desirable.

About WSP USA

WSP USA is the U.S. operating company of one of the world's leading engineering and professional services firms. Dedicated to serving local communities, we are engineers, planners, technical experts, strategic advisors and construction management professionals. WSP USA designs lasting solutions in the transportation, buildings, energy, water and environment sectors. With nearly 9,500 people in 150 offices across the U.S., we partner with our clients to help communities prosper. www.wsp.com/usa WSP provides a comprehensive suite of benefits including medical, dental, vision, disability, life, and retirement savings focused on providing health and financial stability throughout the employee's career.

At WSP, we want to give our employees the challenges they seek to grow their careers and knowledge base. Your daily contributions to your team will be a key piece in our meeting client objectives, goals and challenges. Are you ready to get started?

As a federal contractor and recipient of federal funds, WSP USA is a drug free workplace and Equal Opportunity Employer - Race/Color/Religion/Sex/Sexual Orientation/Gender Identity/National Origin and Veterans and Disability.

The selected candidate must be authorized to work in the United States.

This position is subject to and contingent upon client approval of candidates put forth for consideration by WSP.