



**POSITION TITLE:** Recruitment & Program Coordinator

**LOCATION:** 5441 SE Belmont Street, Suite 25, Portland, Oregon

**HOURS:** Part-time, permanent (.75 FTE, Flexible work hours)

**COMPENSATION:** \$33,600 annually

**BENEFITS:** Health, dental, vision, and retirement, a professional development fund, cellphone and mileage reimbursement for work related tasks, and opportunities for networking.

**POSITION SUMMARY:**

The Recruitment and Program Coordinator will work directly under the Program Director and plays a key role in AmeriCorps Member recruitment, support, mentoring, training and outreach for the AmeriCorps program and is responsible for the overall communication, maintaining Confluence brand, and outreach of the Confluence Environmental Center. Confluence Environmental Center (Confluence) is a nonprofit located in Portland, OR and is dedicated to mobilizing community members to address critical environmental needs in low-income communities and communities of color.

**ABOUT THE CONFLUENCE AMERICORPS PROGRAM:**

The Confluence AmeriCorps program advances environmental equity by creating innovative 11-month long projects in partnership with local organizations in the Portland metropolitan area. We offer life-changing service opportunities that engage members at the intersection of environmentalism and social justice while promoting individual leadership and development.

**OFFICE CULTURE:**

Confluence is a highly demanding non-profit that values a casual and relaxed office atmosphere that centers racial and social justice. As a staff we work collaboratively on many tasks, are committed to service, act with humility, and stay flexible. We value self-care and accommodation to keep our staff healthy, successful and engaged.

**ESSENTIAL FUNCTIONS:**

Recruitment (60%)

- Management of AmeriCorps member recruitment and onboarding process, including member outreach, interviewing and use of AmeriCorps system.
- Develop and execute an AmeriCorps member recruitment plan with the goal of attracting a robust applicant pool while increasing the number of diverse candidates that are hired into positions.
- Develop and deliver advertising and outreach strategies, such as event tabling, workshops, and supervisor training.
- Member data input (Confluence AmeriCorps tracking systems and databases).

Confluence Environmental Center, AmeriCorps Program

5441 SE Belmont Street, Suite 25 | Portland, OR 97215

p. 503-719-6779 | f. 503-719-6914 | [www.confluencecenter.org](http://www.confluencecenter.org)



- Facilitates and provides diverse recruitment training and support to 15+ partner organizations as they prepare to select, interview and hire on Confluence AmeriCorps Members.
- Coordinates with 15+ partner organizations to develop effective recruitment strategies, such as position description development and diverse recruitment postings.
- Work effectively in a diverse, collaborative team environment, with skills in promoting inclusion and cultural responsiveness.

#### AmeriCorps Member Outreach and Support (25%)

- Develop and lead trainings for AmeriCorps Members and/or Supervisors (e.g. AmeriCorps Team Meetings, Ambassador Training, Alumni panel etc.).
- Coordinate and advise both National Service Days and Team Meetings facilitators.
- Cultivate a strong sense of team and a safe space for all members and their identities.
- Maintain a library of physical and online resources.
- Design and manage graphics, maintaining Confluence brand, promotional material, and uniforms of Confluence Environmental Center and its programs for print and web.
- Professionally communicate AmeriCorps member stories, news, and information through a variety of formats ranging from in-person, printed materials, photography, video, and social media.
- Manage program communications including website, newsletter, blog, and other social media.
- Manage Alumni relationships through listservs and meet-up events.

#### General Program and Organization Support (10%)

- Support the planning and coordination of orientation, commencement and other program events.
- Assist in program design, evaluation and implementation.
- Demonstrate fiscal responsibility and effective administration processing.
- Assist other program staff during busy times and emergencies.
- Represent Confluence and AmeriCorps at community meetings and events in a positive and accurate light.

#### Technology Support (5%)

- Manage communications accounts including: email, cloud server, and computer maintenance.

#### **REQUIREMENTS:**

- A bachelor's degree from an accredited, four-year university or four years of relevant experience.
- Prior experience supporting recruitment and/or marketing teams.
- Technical experience in photo, graphic design, social media, video, and web design (e.g. Adobe Creative Suite, Squarespace, G-Suite)

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- Experience with Microsoft Office and Google business products.
- Experience with program communications that involve multiple external partner organizations.
- Strong background in facilitation and leadership.
- Experience working independently and as a member of a committee or team.
- Submit and pass a federal and state background check.
- Willingness to attend and travel to meetings in various parts of the region and work occasional evenings and weekends.
- Valid driver's license with a good driving record.
- Ability to lift 25 lbs., bending, lifting, twisting and use of stairs.
- Strong organizational and multitasking abilities to manage various tasks, schedules, and priorities efficiently.
- Nonprofit experience.

#### **PREFERRED QUALIFICATIONS:**

- Access to a reliable, insured vehicle.
- Experience and knowledge with issues of diversity, equity, inclusion and social justice.
- Experience and knowledge with AmeriCorps.

#### **EQUITY AND INCLUSION**

Confluence is engaged in an ongoing process to identify inequities in our programming, organizational culture, and community and to constantly reassess Confluence's role in helping end systemic oppression. Applicants from communities historically underserved and under-represented are strongly encouraged to apply. We are committed to providing an inclusive and welcoming environment for all and will consider experience from both formal and lived experience including professional, community, school, and neighborhood settings.

Confluence is an AA/EEO employer and provides reasonable accommodations to applicants and employees. Applicants with disabilities may request reasonable accommodation at any point in the employment process.

#### **INSTRUCTIONS FOR APPLICATION**

Submit your cover letter, resume and two references by email with "**CEC Recruitment & Program Coordinator Position**" as the subject line to [Board@confluencecenter.org](mailto:Board@confluencecenter.org). Applications will be accepted until Monday, January 8<sup>th</sup>, 2024 at 5pm PST.

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