



▲ Division
△ Midway
▲ Alliance

Strength In Community

Position Title: Community Outreach Coordinator

Reports to: Executive Director

Duration: Regular Position

Hours: 1.0 Full Time Equivalent (40 hours/week)

Compensation: \$17.50 per hour; \$200 health insurance reimbursement, professional development opportunities, paid time off starting at 12 days/year, 8 paid holidays, flexible family-friendly schedule.

About DMA:

DMA (The Division Midway Alliance) is a 501c3 nonprofit organization dedicated to revitalizing the commercial corridor and improving livability for businesses and residents along SE Division Street between I-205 and the Portland city limits. The mission of the Division Midway Alliance for Community Improvement is to actively work to create a more prosperous area, improve our public image, foster public safety, and improve the lives and vitality of businesses and residents of the district through a collaborative effort. DMA recognizes the diversity of district businesses and residents and partners with business and community organizations to provide wrap around services designed to allow the community to rise in place including: one-on-one and classroom business technical assistance, citizenship classes, ESL classes, workforce development, community resource guidance and assistance.

Position Summary:

The Community Outreach Coordinator supports Division Midway Alliance district projects, programs and events through community outreach activities and administrative support. The Community Outreach Coordinator must develop collaborative community partnerships and build trust with diverse community members. The position will identify issues impacting community members, the immediate neighborhood, and support district leadership in the development of strategies and programs to meet the needs of the community. The coordinator will also navigate community members to workforce, business entrepreneurship and other community resources as necessary.

Position Requirements:

- Work independently and with staff and board members to build community relationships through extensive community outreach and events.
- Attend weekend and evening meetings, community meetings, and events, as needed.
- Organize and manage multiple priorities. Project based.
- Assist with record keeping and data collection, set up key contacts in databases.
- Conduct stakeholder interviews, plan and recruit for focus groups, community meetings and events.
- Develop presentation and training materials for community stakeholders and facilitate educational seminars
- Develop annual volunteer outreach plans, coordinate volunteer activities and maintain a volunteer database.
- Work with Executive Director and Board to implement/participate in the district work plan, equity goals, and district fundraising events and activities.
- Represent DMA policy and interests in all contacts. These will sometimes contain confidential/sensitive information requiring discretion at times.
- Perform miscellaneous job-related duties as assigned.

Essential skills and experience:

- Community organizing experience including knowledge of the different constituencies and relationships with key stakeholders in the Division Midway neighborhood.
- Knowledge of and ability to network with community resources, diverse religious, racial, and ethnic communities to build relationships and trust.

- Perform community organizing tasks, in addition to mobilizing members for meetings, hearings and events.
- Ability to communicate across many cultures and languages

This position will report directly to the Division Midway Alliance NPI Executive Director.

Minimum Education and/or Training:

Preferred Education /Training and/or Experience: BA with one year's experience or at least three years equivalent work experience in community organizing. Ability to speak a second language is preferred, but not required.

Physical Requirements:

Ability to sit for the majority of the work day. Ability to speak clearly and distinctly over the telephone. Visual acuity sufficient to read computer monitors or printouts in 8 point or finer type. Ability to perform repetitive hand and wrist movements. Ability to bend and twist on an occasional basis. Ability to lift a minimum of 20 pounds.

Persons with disabilities may be able to perform the essential duties of this position with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and will depend in part on the specific requirements for the job, the limitations related to the disability and the ability of the organization to accommodate the limitation.

Working Conditions:

Normal working hours [9-5] however, additional hours may be needed to meet deadlines. Attendance and participation at evening and weekend meetings will be necessary.

How to Apply

Only complete applications submitted by May 1, 2017 at 5:00 pm Pacific Time will initially be considered.

Applications need to be mailed as an attached document (PDF preferred) to divisionmidwayalliance@gmail.com with subject title "Community Outreach Coordinator". Complete applications include:

- Cover letter (2 pages max) clearly outlining the specific skills and knowledge you bring to the job and how you are a good fit with the responsibilities of the position.
- A resume (2 pages max) detailing relevant experience, work history, education & accomplishments.
- At least 3 references, including your current or most recent position, their name, title, email, phone, city and state information and your relationship to them.

For more information, please email divisionmidwayalliance@gmail.com. No phone calls please.

DMA is an EEO employer and encourages applications from people of color, lesbian, gay, bisexual and transgender people and women.