



## POSITION ANNOUNCEMENT

### Program & Outreach Coordinator

Our mission is simple: we bring communities together to take care of our environment and enhance our waterways.

For over 50 years SOLVE has been bringing people together to clean our beaches, parks, neighborhoods and natural spaces. With an unstoppable force of thirty thousand volunteers, we are protecting and restoring Oregon's unique places. Our core strengths of engaging and educating volunteers serve as the foundation of our action - to preserve the quality of life we enjoy in Oregon.

**AN OPPORTUNITY TO EXCEL:** SOLVE is seeking a dynamic and mission-driven Program & Outreach Coordinator to join our team. The Program & Outreach Coordinator designs and facilitates community outreach, ensuring effective engagement and providing support to volunteers while also managing event leader relationships, program logistics, and supporting the success of SOLVE's communications efforts. This role is critical in promoting community involvement and environmental responsibility in our programs and events, facilitating smooth event execution, and fostering strong community partnerships.

**TITLE:** Program & Outreach Coordinator

**REPORTS TO:** Senior Communications Manager

**BENEFITS:** Comprehensive benefits package, including 401k with employer match, 100% employer-paid medical, vision, and dental coverage, with an option for dependents, 2 Employee Assistant Programs, Medical Flex Spending Account, long-term disability, 3 weeks starting vacation and 2 weeks sick time, paid volunteer time, 5 days off for Wellness Week, and 14 additional paid holidays.

**COMMITMENT:** Full-time/Non-Exempt. Flexible schedule. Some nights/weekends as needed. Office location is downtown Portland, Oregon.

**STARTING SALARY:** \$23-28 per hour

**APPLICATION DEADLINE:** September 15, 2025, at 8:00 AM PST

### Essential Functions

#### Outreach (50%)

- Serve as the primary point of contact for all incoming outreach and networking opportunities, such as tabling, presentations, resource fairs, and community events.
- Work with the Programs and Communications teams to assess whether opportunities are mission-aligned and identify where SOLVE should have a staff presence.
- Maintain a shared outreach calendar and coordinate staff coverage based on internal priorities and availability.
- Represent SOLVE at selected outreach and networking opportunities to increase community engagement.
- Build and maintain relationships with a wide range of community organizations, partner groups, and other stakeholders to promote SOLVE programs and volunteer opportunities.
- Support the Sr. Communications Manager in creating and editing press releases, blog

posts, e-newsletter content, and event leader materials aligned with outreach goals and the overall content strategy.

- Assist with social media content creation, including writing captions, gathering stories, capturing photos/videos at events, and creating graphics.
- Monitor social media channels, respond to comments, and identify opportunities to engage with other accounts relevant to SOLVE's mission.
- Prepare outreach representatives (staff or volunteers) with necessary materials, talking points, and supplies.

#### **Zone Leader (25%)**

- Support new and existing volunteers with navigating SOLVE's resources, online platform and programmatic offerings via phone, email, video conferencing, and in-person meetings
- Arrange and conduct regular meetings with prospective service-oriented organizations to become event leaders or team captains
- Support volunteers as needed with individual and team registration inquiries
- Conduct New Leader Orientations as assigned
- Recruit leaders to participate in annual and special events
- Secure permits for events taking place on public property
- Support with securing in-kind disposal or establishing a disposal plan as needed
- Ensure leaders submit supply orders and receive supplies
- Ensure leaders are trained on safety and other responsibilities leading up to, during, and following their event
- Review and approve event registration pages ensuring descriptions are accurate, marketable to volunteers, and do not conflict with existing events
- Other duties as directed

#### **Event Facilitation (15%)**

- Lead select litter cleanup and/or hybrid restoration events as assigned
- Serve as the day-of point of contact for partners and volunteers during events
- Scout event sites, noting key safety and logistical information
- Recruit, guide, and support event volunteers, keeping safety as a primary directive
- Train event volunteers on safety best practices, tool use, and event details
- Capture photos, videos, and stories from events for use in communications
- Other duties as directed

#### **Program Support (10%)**

- Cultivate and maintain a network of volunteer event assistants to support Portland Metro projects, including recruiting, training, scheduling, and providing ongoing engagement to ensure they are prepared and motivated to assist with project needs.
- Provide flexible program support by stepping in to assist with tasks such as supply management, shipping, laundry, or other needs, demonstrating teamwork and adaptability.

#### **Supervisory Responsibility**

This position does not have supervisory responsibilities.

### Required Qualifications

- **Experience:** Minimum 2 years of progressive experience engaging volunteers in service work or related experience
- **Software:** Microsoft 365 suite, Salesforce, HandsOnConnect, Canva, social media platforms
- **First Aid:** Current certification or willingness to obtain one.
- **Drivers' License:** Valid drivers' License and acceptable driving record.

### Preferred Qualifications

- **Education:** Bachelor's degree in a relevant field or equivalent experience.
- **Language:** Bilingual, with the ability to speak and write fluently in Spanish or another language commonly spoken in Oregon communities.
- **Experience:** Experience creating communications assets and social media content for an organization or environmental cause and awareness of current trends in outreach & engagement strategies.

### Competencies

- **Communication:** Ability to convey information clearly, listen actively, and tailor communication based on the audience and situation.
- **Teamwork:** Collaboration with others to achieve common goals, understanding team dynamics, and contributing effectively within a group.
- **Adaptability:** Willingness and ability to adapt to new circumstances, learn from change, and work effectively in various situations, embracing continuous learning and improvement.
- **Time Management:** Efficiently managing your time, prioritizing tasks, and meeting deadlines to optimize productivity and performance.
- **Leadership:** Guiding, motivating, and influencing others to achieve shared objectives, even without a formal managerial role.
- **Emotional Intelligence:** Understanding and managing your own emotions and recognizing and empathizing with others' emotions to build better relationships.
- **Attention to Detail:** Thoroughness and accuracy in tasks, ensuring quality and precision in your work.
- **Customer Service:** Attending to constituent's needs and concerns effectively, providing exceptional service, and maintaining a positive experience.
- **Partnership Building:** Building and maintaining relationships with professionals in your field, fostering opportunities for collaboration and growth.
- **Decision Making:** Making informed and timely decisions, considering available information, and weighing potential outcomes.
- **Mission Focus:** Demonstrated commitment to the organization's mission and values.
- **Diversity, Equity, Inclusion, and Justice:** Demonstrated in-depth awareness and understanding of one's own cultural background and privilege, how it influences perceptions, values, and practices, and engages in the way they shape their relationship with volunteers, community members, and co-workers.
- **Flexibility:** Flexible schedule for occasional evening and weekend work.

## Physical Requirements

The following physical requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- **Physical Ability:** Duties are primarily performed in an office setting. Position requires the ability to sit and/or stand for extended periods, use a computer for extended periods, and lift 25 pounds. Occasional participation in events may require standing and walking on uneven or varying terrain outdoors.
- **Visual and Auditory Ability:** Required to have visual acuity to operate a computer terminal, read written materials, and communicate with others. Must be able to hear and speak clearly for effective communication.
- **Focus/Memory:** Ability to maintain focus and memory in environments with distractions such as heavy foot traffic, background noise due to public conversations and the gathering of people, etc.
- **Driving:** Able to operate a vehicle for extended periods. (Optional for some positions – must meet an essential function requirement)

## Hiring Timeline

We want applicants to be aware of our process and timeline in advance (dates subject to change).

- Applications reviewed: Rolling basis beginning immediately
- Phone interviews: Late August – Mid-September
- Panel interviews: September 16–23
- Final interviews: September 24 – October 2
- Target start date: October 7 (flexible to October 14 if needed)

## Apply

Please submit a PDF or Word attachment to [stefanie@solveoregon.org](mailto:stefanie@solveoregon.org) of your resumé and cover letter providing a short example of how you would promote a volunteer cleanup event (such as a social media caption or newsletter blurb). Priority will be given to applications received by September 3, 2025. Final application deadline: September 15, 2025, at 8:00 AM Pacific Standard Time.

*SOLVE is an equal opportunity employer and is committed to expanding the diversity of our team. Women, people of color, and members of the LGBTQIA(+) community are strongly encouraged to apply.*