



## **EMPLOYMENT OPPORTUNITY**

### **Living Cully Coalition Coordinator**

Posted January 30, 2020

Apply by Wednesday, February 20, 2020

**Send the following application materials to [info@verdenw.org](mailto:info@verdenw.org):**

1. A cover letter sharing your interest in the position, why you are well-suited to carry out the job description, and what skills and experiences you hope to gain from the position.
2. A resume listing your relevant experience – including employment, training and other forms of involvement in your community
3. Names and contact information for two references

### **Job Description**

Position Title	Program	Reports to
Living Cully Coalition Coordinator	Living Cully	Living Cully Program Manager
Employment Status	FLSA Status	Pay
Part-Time, 30 hours/week	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	\$24/hour, plus benefits

### **Background and Context**

Living Cully is a coalition of four nonprofit community development organizations based in the Cully neighborhood in Northeast Portland, OR: Habitat for Humanity Portland/Metro East, Hacienda CDC, NAYA - Native American Youth & Family Center, and Verde. These organizations have worked together under the banner of Living Cully since 2010 in order to coordinate their efforts to improve the quality of life for people of color, indigenous and tribal people, and low-income residents of the Cully neighborhood -- while guiding neighborhood change and investment to ensure that it creates more opportunity and stability for those communities, rather than leading to their displacement from their homes and neighborhood.

The coalition's work includes policy advocacy, grassroots community organizing, and real estate development -- all aimed at preserving and expanding access to stable affordable housing and economic prosperity for people of color, indigenous and tribal people, and low-income residents.

Verde serves as the "backbone organization" of the Living Cully coalition. This role includes managing the coalition's finances and employing the coalition's staff, which is led by the Living Cully Program Manager. The Living Cully Coalition Coordinator will contribute to the coalition's continued success by ensuring strong internal coordination and communication among the four Living Cully partner organizations.

### **Position Summary**

The Coalition Coordinator works as a member of the Living Cully coalition staff, and has primary responsibility for the internal functioning of the Living Cully coalition. The Coalition Coordinator is responsible for communications, logistics, management of decision-making processes, the development of annual budgets and work plans, and other forms of coordination necessary to support

the success of the Living Cully coalition. The Coalition Coordinator is supported by, and reports to, the Living Cully Program Manager.

## **Responsibilities**

### **Internal Coalition Coordination**

- Plan and facilitate two regular monthly meetings: Living Cully Leadership and Living Cully Partners & Allies. Implement strategies to increase participation in the latter.
- Manage decision-making processes among the four Living Cully member organizations, as established by the Living Cully Memorandum of Understanding (MOU). Examples include decisions on policy positions, advocacy activities and grant applications.
- Strengthen relationships among the four Living Cully partners by proactively seeking opportunities for collaboration and mutual support.
- Coordinate development of the annual budget and annual work plan, as established by the Living Cully MOU.

### **Communications**

- Internal
  - Maintain coalition e-mail lists and shared files, including meeting agendas and notes
  - Coordinate with communications staff at each Living Cully member organization to share announcements and news among the partners
  - Create and administer a shared calendar of events
  - Produce a monthly e-mail report to the partners on coalition activities
- External
  - Update the Living Cully website and Facebook page
  - Contribute to writing press releases and articles/blog posts about coalition activities

### **Fundraising**

- Contribute to prospecting for grants and writing grant applications
- Coordinate and contribute to reporting on grant deliverables and the outcomes of the coalition's work

### **Other**

- Special projects, as capacity allows
- Regular staff meetings and administrative tasks

## **Qualifications**

### **Commitment to:**

- Advancing racial equity and addressing the root causes of systemic social and economic injustice.
- Supporting the leadership, decision-making and collective self-determination of people of color, indigenous and tribal people, and low-income people.
- Working as a member of a team to achieve shared goals, and maintaining open and honest communication with team members to address challenges, solve problems and resolve organizational and interpersonal issues that could hinder the team's success.

**Required skills and experience:**

- Demonstrated ability to thrive as a member of a multicultural team with diverse abilities, experiences, and educational backgrounds.
- Strong time management, problem-solving and prioritization skills.
- Strong interpersonal and written communication skills.
- Strong attention to detail, highly organized, and experienced in creating, implementing and tracking work plans.
- Eager and proactive in learning new skills and accepting challenges, while communicating clearly about needs for support, training and guidance.
- Comfortable using computer software/applications for word processing, e-mail and spreadsheets.

**Desired skills and experience:**

- Multi-lingual verbal and written communication skills.
- Knowledge of challenges facing people of color and low-income people in Portland, especially with relation to housing and economic prosperity.
- Experience facilitating or participating in coalitions or leadership teams.
- Experience with budgets and grant applications.
- Experience working with Wordpress websites and Facebook pages.

**Compensation**

- \$24 per hour pay
- Full medical and dental insurance, plus \$225/month toward dependent coverage..
- Paid time off for holidays, vacation, illness and caregiving, and parental leave.

**Physical Demands And Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is regularly required to stand; walk; sit; and reach with hands and arms. The employee is regularly required to visit the offices of the four Living Cully partner organizations and communicate with their staff members. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

**Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

