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6899 NE Columbia Blvd, Suite A, Portland, OR 97218 503.980.5260 (p), 866.279.8719 (f)

JOB DESCRIPTION

Position Title	Department	Reports to
Living Cully Coordinator	Outreach-Advocacy	Community Programs Manager
Employment Status	FLSA Status	Salary Range
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	\$45,000 - \$55,000 + benefits

POSITION OBJECTIVE

The Living Cully Coordinator coordinates the activities of Living Cully, a collaboration of Habitat for Humanity Portland/Metro East, Hacienda Community Development Corporation, the Native American Youth and Family Center and Verde. Living Cully’s work is designed to build wealth in low-income communities and prevent displacement of low-income people and people of color. The Coordinator is responsible for ensuring strong communication among the organizations, forward progress on Signature Projects and Programs, advancing internal goals such as collaborative data sharing and a collaborative budget with fundraising goals.

ABOUT VERDE

Verde serves communities by building environmental wealth through social enterprise outreach and advocacy.

- Through Social Enterprise, Verde establishes environmental businesses to employ and train low-income adults, create contracting opportunities for minority-owned and women-owned businesses, and bring environmental assets to low-income neighborhoods.
- Through Outreach-Advocacy, Verde engages residents, peer organizations and policymakers to strengthen the connection between protecting the environment and building community, advocating and organizing with low-income people and people of color to drive environmental assets into their neighborhoods in response to existing needs.

Outreach-Advocacy activities include [Living Cully](#), a community-based and collaborative initiative by Verde, Habitat for Humanity Portland/Metro East, Hacienda Community Development Corporation and the Native American Youth & Family Center (aka, “the Living Cully Partners”) to reinterpret sustainability as an anti-poverty strategy – a means to address multiple disparities in health, income, housing, education and natural resources by concentrating environmental investments at the Cully Neighborhood scale and braiding those investments with traditional community development resources.

Responsibilities

- Coordinate and Facilitate Living Cully collaborative, including partner meetings, leadership meetings, staff meetings, regular strategic planning.
- Coordinate development of Living Cully collaborative budget.
- Manage Living Cully Performance Indicators, a set of metrics to evaluate Living Cully’s success.
- Coordinate real estate acquisition and land banking activities.
- Maintain strong presence in partner organizations through regular contact and presenting/participating in partner staff meetings.
- Build and maintain relationships with other community partners.
- Internal coordination of Walks, Energy and Anti-Displacement programs.



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- Other duties as assigned.

Required Qualifications

- Demonstrated ability to thrive as a member of a multi-cultural, multi-racial, multi-lingual team with diverse abilities, experiences, and educational backgrounds.
- Strong interpersonal communication skills.
- Possess self-starter attributes and goal driven attitude.

Preferred Qualifications

- Bilingual in Spanish
- Real estate or land banking experience

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 occasionally required to stand; walk; sit; and reach with hands and arms. 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.

TO APPLY

Submit cover letter and resume to Anna Gordon, Verde Community Programs Manager, annagordon@livingcully.org. Position is open until 5 pm, Friday, January 26, 2018.