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Position Title	Program	Reports to
Community Engagement Coordinator Focus area: Black community in the Cully neighborhood	Living Cully	Cameron Herrington, Living Cully Program Manager
Employment Status	FLSA Status	Pay
Hourly pay, 30-40 hours per week. When job offer is made and accepted, employee will decide how many hours per week they want to work within this range.	Non-Exempt	\$24/hr + benefits (see details in job announcement)

Position Summary

The Community Engagement Coordinator works as a member of the Living Cully coalition staff, and has primary responsibility for coordinating grassroots organizing, outreach, and advocacy alongside Black community members in the Cully neighborhood. With support from the Living Cully Program Manager, the Coordinator is responsible for program planning and implementation, and contributes to fundraising and grant applications.

Background and Context

Verde serves communities by building environmental wealth through Social Enterprise, Outreach and Advocacy.

Verde serves as the “backbone organization” of the Living Cully coalition, and houses the coalition’s staff as one of Verde’s four program areas. Living Cully is a coalition of four nonprofit community development organizations active in the Cully neighborhood in Northeast Portland, OR: Habitat for Humanity Portland Region, Hacienda CDC, Native American Youth & Family Center (NAYA), and Verde.

The Living Cully partners have worked together since 2010 to guide neighborhood change in order to create stability and prosperity for current residents and future generations. The coalition’s work includes policy advocacy and grassroots community organizing aimed at preventing gentrification and displacement, and expanding access to affordable homes and economic prosperity for Black and Indigenous people, people of color, renters and low-income residents.

African Americans account for approximately 15% of the population of the Cully neighborhood. Recognizing our shortcomings in engaging with and serving the Black community, beginning in 2018 Living Cully has dedicated fundraising and outreach efforts to support community organizing alongside Black residents. Over the past three years, thanks to the leadership of several community members, including those working for Living Cully as temporary contractors, we have expanded our engagement with the Black community through events, focus groups, canvassing and COVID-relief programs.

We are excited to further solidify our commitment to this work with the hiring of our first community organizer dedicated to working with the Black community in Cully. In addition to day-to-day support from the Living Cully Program Manager, this position will be supported by the Advocates Committee, which is a team of African American community members who have committed to play a central role in supporting the new Community Engagement Coordinator and contributing to the program's success.

Verde is committed to the deep racial equity work that is required to confront anti-Blackness, racism, colorism, colonialism, and patriarchy in our community and within our own organization. Our human resources committee is currently reviewing and updating Verde's employee handbook using racial and gender equity as the foundation for new policies and procedures. Verde's staff will participate in intensive training that is currently being planned with the support of an external consultant, including: 1) Examining the quality of our consciousness; 2) Tool building & relationship building; and 3) Implementation of an Equity Plan.

Duties & Responsibilities

Community Organizing & Engagement

- Continue to develop the structure for a community organizing base of Black community members in the Cully neighborhood, starting with the established Advocates Committee and building on recent community engagement efforts.
- Build and maintain relationships with community members to get new people involved and cultivate existing participants' involvement and leadership.
- Outreach and communications through a variety of channels, including in-person outreach, emails and text messages, flyers, phone calls, and social media.
- Represent Living Cully in communications and relationships with partner organizations and policy makers.

Planning and Program Development Support

- Support the Living Cully Program Manager with periodic planning and budgeting for the program areas outlined in this job description.
- Through engagement with community members, identify community priorities and develop new projects and campaigns that respond to those priorities.
- Connect community members with existing projects and programs carried out by Living Cully and its member organizations. Seek opportunities for Living Cully and our community to contribute to campaigns led by Black-led organizations in Portland.
- Work with the Living Cully Program Manager to identify funding needs for program areas outlined in this job description. Contribute to grant applications, grant reports and other fundraising efforts.

Program Implementation

- Work with the Living Cully Program Manager and the Advocates Committee to plan and facilitate community meetings and events.
- Manage logistics for meetings and events (e.g. food, childcare, volunteers, sign-in sheets, supplies).
- Lead the implementation of projects and campaigns decided upon by community members, while developing participants' leadership and collective political power.

- Coordinate volunteers.

Data Management

- Track participation of community members in Powerbase database system (training provided)
- Manage electronic and physical files, including participant sign-in sheets and liability waivers

Administration

- Participate in staff meetings for Verde and the Living Cully program
- Keep track of budgets and expenses, and submit invoices to Verde administrative staff

Required Qualifications

- Ability to manage and prioritize a work plan and weekly work schedule
- Available to work some evenings and weekends for meetings and events with community members

Demonstrated Commitment to:

- Advancing racial equity and addressing the root causes of systemic injustice.
- Community organizing as a means of advancing the leadership, power and self-determination of the Black community.
- Working as a member of a team to achieve shared goals; maintaining open and honest communication to address challenges and resolve issues that could hinder the team's success.

Experience and Knowledge:

- Firsthand knowledge and understanding of the Black experience, including the community's strengths, successes and challenges.
- Experience (professional or as a volunteer) in one or more of the following areas:
 - Grassroots organizing and outreach with the Black community
 - Community/popular education
 - Policy advocacy
 - Volunteer coordination
 - Communications, including social media
- Experience with or ability to learn Microsoft Office software, Google Drive and Google Docs, spreadsheets, and contact-management software.

Preferred Qualifications

- Experience contributing to the Black community's organized efforts to overcome racial, social and economic injustices in Portland.
- Knowledge of the history and political/social/economic dynamics of Portland, including Northeast Portland and the Cully neighborhood.
- Enthusiastic about learning new skills and taking on challenges, while communicating clearly about needs for support, training and guidance.

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 walk door-to-door in the neighborhood to communicate with community 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.