



## Position Description

**Position:** Executive Coordinator

**Status:** Permanent, exempt, 1.0 FTE

**Hours:** Primarily weekdays, some evenings and weekends required

**Compensation:** Annual salary range \$41,500-\$47,500. Medical plan. Dental plan. Vision plan. Retirement plan. Paid holidays.

**Responsible to:** Executive Director

Come join our team!

At 1000 Friends, we love Oregon and work to enhance it every day. We do this through our state's land use planning program, ensuring it effectively works for all Oregonians. Since 1975, 1000 Friends of Oregon has defended thriving working landscapes and the families they support, promoted the qualities that make our communities great, and built coalitions with diverse interests to ensure that Oregon is livable and loveable for everyone.

This means that Oregon will always be able to produce the food people need; create opportunities for housing for every type of family; connect people with transportation options no matter their abilities or where they are; and ensure that our air is breathable and water drinkable.

Founded in 1975 by Governor Tom McCall, 1000 Friends was created as a watchdog to protect Oregon's nascent land use system. Now, over 40 years later, we are using that system to thoughtfully guide the state towards an equitable, stable, and accessible future for every Oregonian.

Join us as we help shape Oregon's future!

### Our Mission

*Working with Oregonians to enhance our quality of life by building livable urban and rural communities, protecting family farms and forests, and conserving natural areas.*

### Our Values

*We believe in the uniqueness of Oregon and a livable state for all Oregonians.  
A state that sustains with fruitful working lands and breathtaking iconic places.*

*A state that thrives because of great communities that welcome all.  
A state we call home.*

1000 Friends of Oregon offers competitive compensation, 403(b)k or savings-plan matching for eligible employees, excellent benefits, flexible work policies and a collaborative work environment. We also provide professional development opportunities. As a result, you will find a culture that supports and inspires achievement and personal development.

### **Position Description**

If you have read this far, we know you love Oregon as much as we do! Are your communication and organizational skills a point of pride? Do you value working in close partnerships with dynamic leadership teams? Are you a flexibility master, managing a series of priorities?

At 1000 Friends, you can combine your enviable skills with your passion for Oregon. 1000 Friends of Oregon is seeking an energetic and dedicated professional to serve as Executive Coordinator, providing direct administrative support to the Executive Director, as well as operational, administrative, and meeting support to other members of the Executive Team, which includes the Deputy Director and the Development Director. Some support might be given remotely, given the statewide distribution of the organization and staff. The position involves frequent interaction with a broad spectrum of colleagues and is ideal for someone who values building strong relationships with a diverse peer group and creating trusted partnerships with organizational leaders.

### **ESSENTIAL FUNCTIONS**

The Executive Coordinator will work well in a fast-paced, distributed environment. They will have administrative experience, and will bring creativity and enthusiasm to the position.

They manage the administrative affairs by supporting internal communications, meetings and projects for the Director, members of the Executive Team, and the Board of Directors of the organization. Also acts as the point person to the Board of Directors on behalf of the Executive Director as needed.

The Executive Coordinator performs a variety of administrative tasks, including meeting and special events logistics, coordination of internal communications and activities, travel arrangements, calendar management, drafting correspondence, preparing briefings, filing, and processing and reviewing expense reports. This person will communicate on behalf of the Executive Director and have substantial contact with stakeholders, including members of the Board of Directors, all levels of staff, donors, vendors, and leaders and partners in the business, policy and conservation community, requiring a high level of professionalism.

They take on additional duties as required. Such duties might include, but are not limited to, project administrative management, writing assignments, and/or developing documentation

and presentations, as directed by and in consultation with staff and/or board. They will maintain, track, analyze, and report on key data for the Executive Director and Team. This position provides an excellent opportunity to develop an in-depth understanding of the operations and activities of 1000 Friends of Oregon. Duties require confidentiality, discretion, professional judgment and tact.

The Executive Coordinator will report to the Executive Director.

### **RESPONSIBILITIES AND SCOPE**

- Assemble and draft agenda content, manage meeting logistics and communications, prepare board meeting packets, create board reports and keep meeting minutes.
- Act independently within broad program goals to prioritize tasks in the absence of specific instructions and exercise independent judgment to identify and solve problems; work is diversified and may not always fall under established practices and guidelines.
- Work within scope of program's strategic goals.
- Does not supervise staff, but may supervise volunteers, interns, or temporary staff.
- Ensure compliance with organizational policies and procedures, and external (donor/legal/IRS) requirements; decisions may bind the organization financially or legally.
- Financial responsibility includes purchasing, processing invoices and transfers, negotiating and contracting with vendors, and participating in budget preparation.
- Maintain confidentiality of frequently sensitive and emotionally-charged information.
- Manage projects with several variables, set realistic deadlines, manage a timeline, and ensure accountability.
- Travel and work flexible hours, as needed.
- Work environment involves only infrequent exposure to disagreeable elements and minor physical exertion and/or strain.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree and 3 years related experience or equivalent combination;
- Experience working independently to prioritize, organize time, interpret guidelines, problem solve, while managing diverse portfolio of activities to meet deadlines in fast-paced environment under changing circumstances.
- Experience in project management;
- Excellent written and verbal communication skills in English.
- Experience in business and/or grant writing, editing, and proofreading.
- Experience generating reports, and analyzing and interpreting data.
- Experience managing the schedule and contacts of a senior leader.
- Experience with database management including Salesforce
- Experience working across organizational programs.

### **PREFERRED KNOWLEDGE, SKILLS, & EXPERIENCE**

- Multi-lingual skills and multi-cultural or cross cultural experiences are appreciated;
- Experience working with board of directors, donors, volunteers, the public, and/or all

levels of staff.

- Ability to manage and implement non-profit organizational processes;
- Ability to use existing technology to achieve desired results, including video conferencing systems;
- Demonstrated experience using diplomacy and tact to build strong relationships and motivate staff;
- Experience coordinating projects;
- Experience interpreting guidelines to achieve desired results;
- Experience supervising staff, interns and/or volunteers;
- Strong organization skills, accuracy, attention to detail and ability to manage multiple tasks;
- Successful experience implementing strategic program goals.

## **HOW TO APPLY**

To apply submit resume (required) and cover letter as a single document to [info@friends.org](mailto:info@friends.org) with Executive Coordinator in the title and made to the attention of Robin Jennings. Posted until filled.

If you have any questions please call 503.497.1000 or email Robin Jennings at [robin@friends.org](mailto:robin@friends.org).

The successful applicant must meet the requirements of 1000 Friends of Oregon background screening process.

1000 Friends seeks a contributor who is deeply committed to diversity, equity and inclusion, both inside the organization and on behalf of its mission. 1000 Friends of Oregon is an Equal Opportunity Employer

All applications are held in strict confidence. At 1000 Friends of Oregon, we know that a richly diverse mix of professionals makes organizations more effective. As such, we make all forms of diversity a hallmark of all our work, including our hiring practices. 1000 Friends of Oregon is an Equal Opportunity and Affirmative Action Employer.

## **Equity Statement**

We know that land ownership, as well as land use policies and processes, have not always been equitable. Land ownership has been racially restricted; land use entitlements have favored those with access to decision-makers; and public engagement in land use planning has not reached communities of color and communities with low incomes.

Our work at 1000 Friends carries a special responsibility to address equity, diversity, and inclusion because we deal with the land people rely on for much of their lived experience and the land use planning system that supports us.

1000 Friends must consider equity in the land use system while simultaneously working to accomplish our mission. We will work to achieve equity in the decisions that govern 1000 Friends and in the policies for which we advocate, and use equity as one of our core metrics for evaluating the effectiveness of our work.

We will strive to reflect the diversity of Oregon when we do community engagement, and to intentionally reverse the historic marginalization of low-income communities and people of color in the planning system.