Position: Community Engagement Coordinator
Reports to: Director of Community Engagement
Status: Permanent, Exempt, 1.0 FTE
Hours: 37.5 hours per week. Primarily weekdays, some evenings and weekends required.
Compensation: Salary = $42,000 to $47,000 DOE
Benefits: Medical plan. Dental plan. Vision plan. Retirement plan. Paid holidays. Accrued PTO and Sick Days. Sabbatical plan.
Location: Portland, Oregon

Help shape Oregon's future!

Founded in 1974 by Governor Tom McCall, 1000 Friends was created as a watchdog organization to protect Oregon's land use system. Now, 45 years later, we are responsible for the protection of the 61.3 million acres of our state's spectacular natural areas, rivers, lakes and streams, and our thriving working lands that contain some of the most productive lands in the world. Additionally, within the 800,000 acres inside of the urban growth boundaries of our 241 cities and towns, we work to increase housing and transportation options and investments in parks and natural areas to maintain livability for a rapidly increasing population statewide. Join our team today!

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 Vision
The ultimate outcome sought by 1000 Friends is an Oregon in which all people share in the economic and ecological benefits of great communities and healthy working landscapes.

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.

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 land and the land use planning system. We think 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.

Our Investments in Our Team
1000 Friends of Oregon offers competitive compensation, 403(b)k or savings-plan matching for eligible employees, excellent benefits, flexible/family-friendly work schedules, generous paid vacation and sabbatical plan, 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 Summary

The Community Engagement Coordinator, at the direction of the Director of Community Engagement, assists in the development, coordination, and implementation of the organization's priority actions primarily in the greater Metro area. The Coordinator schedules meetings, writes on behalf of the program, participates in internal and external policy meetings, manages database information such as contact lists, provides general office support, and works with other staff to prepare and assemble relevant materials. The Coordinator will assist in developing research and communications materials, managing interns and volunteers, and strengthening community and government relations. The Community Engagement Coordinator will also provide the logistical support for key statewide outreach programs, such as a conference for our affiliates and activists and other events outside the greater Metro area, as needed.

Required Qualifications

- Excellent interpersonal skills and ability to collaborate with others;
- Clear and concise oral and written communications with a high degree of accuracy and attention to detail;
- Strong organizational skills;
- Experience working in coalition;
- Ability to travel throughout the greater Metro area regularly, statewide occasionally, work remotely, and occasionally work evenings and on weekends;
- Proficiency with word processing and office software skills;
- Ability to handle multiple tasks efficiently and tactfully; and
- Ability to exercise good judgment in politically sensitive contexts.

Preferred Qualifications

- Experience working in the non-profit sector;
- Proficiency with Microsoft Office and Salesforce;
- Understanding of previous and current decisions related to land use, transportation, housing, parks, or environmental justice.

How To Apply

To apply, submit a résumé and a cover letter describing how your experience and skills match the needs of the organization. **Provide these materials as a single PDF document** and email them to lily@friends.org with "Community Engagement Coordinator" in the subject line. This position will remain posted until filled.

For questions about the position, please contact Sam Diaz, Director of Community Engagement, at sam@friends.org.

1000 Friends is an Equal Opportunity Employer
Our commitment to diversity includes the recognition that our mission is best advanced by the leadership and contributions of men and women of diverse backgrounds, beliefs, and culture. Recruiting and mentoring staff to create an inclusive organization that reflects our character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.

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