

## Job Announcement

### *Every Child Portland Administrator*

#### Organization Description:

The Contingent is a 501 (c) (3) venture non-profit focused on sparking and holding initiatives to empower leaders and mobilize community for the common good. Since our inception we have centered the perspectives, skills and needs of people of color and low-income Oregonians to challenge the status quo and transform our communities: from the four corners of the block to the four corners of Oregon. We ask challenging questions. We take risks. And we link arms with our neighbors, including business partners, faith communities, and government agencies.

From mentoring to mobilizing volunteers to restructuring systems that work for some at the cost of others, we prioritize uplifting and empowering leaders to transform their communities. For more information about the initiatives of The Contingent, please visit [www.thecontingent.org](http://www.thecontingent.org).

The position detailed below primarily supports Every Child PDX ([www.everychildpdx.org](http://www.everychildpdx.org)). As context, Every Child PDX is an affiliate of Every Child Oregon, a statewide initiative focused on providing tangible and systemic supports for those impacted by foster care.

#### Position Summary:

The Every Child PDX Administrator will provide organizational and administrative support to the Director of Every Child PDX and Assistant Director of Community Mobilization. This role will be responsible for managing updates of the Every Child PDX website, entering data and updating contacts in the organization's CRM tool; providing timely and professional communication, support by drafting regular PDX Metro newsletters; documenting critical meetings; and supporting the coordination of logistics for Every Child PDX events.

The Every Child PDX team is looking for an administrator who enjoys organization, planning, and is detail-oriented. The ideal candidate will have excellent communication skills, is preferably bilingual in Spanish and English, is a creative, strategic, collaborative, and highly communicative leader. The ideal candidate is also computer-savvy with strong interpersonal skills and a lifelong focus on supporting others and helping them shine.

#### Duties & Responsibilities:

The Every Child PDX Administrator duties include, but are not limited to:

##### Communications & Website Management

- Draft and manage distribution of Every Child PDX Newsletters and fliers to be shared with stakeholders in the Portland Metro area.

- Provide marketing team and the Every Child Oregon admin with up-to-date stories and media coverage from Every Child PDX initiatives and events
- Provide updates to the Every Child PDX website as needed
- Represent Every Child PDX at conference exhibits or community events where Every Child hosts a table or booth
- Create slide decks for presentations and trainings
- Triage and manage the drafting, organizing, and response of emails in a professional manner

#### Tracking and Program Support

- Assist in the drafting of quarterly reports for Every Child PDX
- Assist in management of technical support and marketing requests submitted electronically to marketing team
- Utilize volunteer tracking software to communicate and track volunteer participation with Every Child PDX
- Assist Every Child PDX Director and Assistant Director of community mobilization in developing tools and processes to support program development and sustainability
- Schedule critical meetings and track annual timelines for Every Child PDX team

#### Knowledge and Resource Management

- Manage ordering and printing of event materials
- Manage, organize, and maintain inventory of in-office printed Every Child PDX marketing materials
- Document critical meetings and organize tasks and next steps using Asana project management software
- Manage and organize Every Child team files, documents, and resources in SharePoint
- Input and manage Every Child PDX contacts in database
- Coordinate Every Child Brand and technology on-boarding for interns and/or new staff

#### Event Planning and Coordination

- Provide on the ground support for all Every Child PDX events and fundraisers
- Provide pre and post event logistical support and management for Every Child PDX events
- Manage bookings and relationships for venues, catering, and social/team-building activities
- Coordinate special event accommodations when needed (i.e., accessibility, translations, ASL, etc.) for volunteers and participants
- Design and order Every Child swag or gifts for participants and staff
- Organize and coordinate community meetings for the recruitment of foster parents and volunteers
- Coordinate venue, and hospitality for community meetings and events
- Provide follow up communications from meetings and events, sharing documentation, next steps, and resources

#### Knowledge, Skills, and Abilities:

- Experience in successfully working with a diverse group of constituents utilizing multi-cultural intelligence, intentional listening, and appreciation and respect

- A willingness to be “hands-on” and work in a lean, fast-paced organization with limited administrative support
- Effective communicator with strong writing and organization skills
- Possess cultural and emotional intelligence and an ability to work with a diverse group of leaders
- Proficient in Microsoft Office 365 Suite

### Personal Qualifications:

- Commitment to the mission of The Contingent and Every Child
- Bachelor’s Degree or equivalent experience
- Excellent verbal and written communications skills
- Fluent in both English and Spanish preferred
- Relates well and works effectively with diverse groups of people who represent the range of ethnic, cultural, religious, and socio-economic backgrounds throughout Oregon
- Ability to articulate a position on the importance of the faith community engaging vulnerable children, youth, and families
- Demonstrated commitment to diversity, equity, and inclusion
- Deep commitment to serving vulnerable kids and families and those in the government who work with them
- Effective communicator with strong writing and phone skills
- Strong organizational and administrative skills, with high attention to detail
- Self-motivated, flexible, and receptive to constructive feedback
- Experience in providing excellent customer service
- Adaptable to changing situations and processes
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook), experience with SharePoint and WordPress preferred.
- Ability to travel around Portland Metro (10-15% of this job may require travel around Portland metro with Oregon State-issued Driver’s License, active car insurance, and car)

### Employment Terms, Accountability, and Compensation:

- Full-time, entry-level position (typically M-F, 9-5pm, with exceptions for community events)
- Competitive salary, commensurate with prior experience
- Work with local and state-wide team of other passionate professionals committed to improving outcomes for children, youth, and families
- Comprehensive benefits including premium medical, vision, and dental insurance (covered fully for employee), generous paid holiday, vacation, sick, personal, and parental leave, matching retirement plan, flexible work environment

### Anticipated Start Date:

November 1<sup>st</sup>, 2021

### Application Procedure:

Applicants must submit a letter of interest and a resume that includes name, positions, email addresses and phone numbers of three references that may be contacted. Screening of applicant materials will begin immediately, and applications will be accepted until the position is filled.

Application materials should be emailed to [hiring@thecontingent.org](mailto: hiring@thecontingent.org) and CC Eunice Makinde, [e.makine@thecontingent.org](mailto: e.makine@thecontingent.org)

*All employment at The Contingent is "at will" and may be terminated by either the employee or the employer at any time for any reason, with or without cause, with or without prior notice or warning. Equal employment opportunity and having a diverse staff are fundamental principles of The Contingent. Upon hire, the employee agrees to undergo a 90-day probationary period, which provides additional structure, scheduled check in meetings and opportunities to receive and give feedback to and from the employer.*