



Job Announcement
Every Child Support & Retention Coordinator
Every Child Oregon

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 hard 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.

The position detailed below primarily supports Every Child (www.everychildoregon.org), and particularly Every Child's foster (Resource) parent support and retention initiatives including Foster Parent Night Out (FPNO). Every Child Oregon is a statewide initiative at The Contingent, focused on mobilizing community to provide tangible and systemic supports for those impacted by foster care. Every Child seeks to recruit and offer encouragement and support to resource (foster) families in an effort to provide a safe and strategic home for every child in Oregon.

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*If interested candidates would like to learn more about The Contingent's work with faith communities and how this external work is reflected in our internal rhythms, we would value the opportunity to share more! Please contact The Contingent's ED of Organizational Development, Kelly Bartz k.bartz@thecontingent.org for additional information.

Position Summary:

Every Child Oregon is a federated model which licenses and empowers local affiliate organizations to implement resource parent recruitment and support efforts, and coordinate volunteer initiatives at the local level. This position works closely with and supports the work of the Associate Director of Support & Retention, working to implement current Every Child foster parent support initiatives across Oregon, most significantly Foster Parent Night Out (FPNO).





The Every Child Support & Retention Coordinator is responsible for program and initiative coordination, administration and communication with Every Child affiliates and lead volunteers. This position specifically supports these partners for ongoing implementation of Every Child initiatives aimed at support and retention of foster parents across Oregon. The position will work with a dynamic, multicultural team who lead the Every Child Oregon Service Center, creating tools, assets, and data-informed initiatives that are implemented by local/regional Every Child organizations across Oregon.

This leader is responsible for providing timely and professional communication, support, and dissemination of tools and resources to Every Child affiliates across Oregon; organizing and documenting critical meetings; and coordinating logistics for initiative specific virtual learning communities. In support of the Associate Director of Support & Retention, they will work to develop, pilot, refine and scale new support and retention initiatives that mobilize community members and stakeholders in Oregon communities to effectively support and increase retention of Oregon's foster parents.

The ideal candidate for this role is likely either a seasoned leader interested in working in a part-time (approximately 30 hours), flexible environment OR an early-career leader interested in developing their administrative, coordination, and volunteer management skills in a full-time (approximately 40 hours), flexible environment. The best leader for this role is excited about bringing their communication, relational, and detail-oriented skills to serve kids, youth, and families impacted by foster care.

Duties & Responsibilities:

The Every Child Support & Retention Coordinator duties include, but are not limited to:

Tracking and Program Support

- Track, coordinate execution, and facilitate organized electronic storage of FPNO site agreements
- Assist in management of requests related to technical support and initiative marketing materials
- Resource lead volunteers (E.G. FPNO site coordinators) with cloud storage software (Microsoft SharePoint) and volunteer engagement electronic system access
- Support moving warm leads for FPNO sites to fully engaged FPNO sites
- Lead annual site visits to FPNO sites, in coordination with local Every Child affiliates (a few occasional evening or weekend hours will likely be necessary to accomplish this)
- Host annual check-ins (virtual or in person) with FPNO sites and associated Every Child affiliates and provide regular support in answering ongoing questions
- Facilitate transition of oversight for annual site visits to the responsibility of Every Child affiliates operating in the Portland metro area
- Implement feedback loops and communication, and survey distribution and follow up with FPNO site coordinators and Every Child affiliates
- Manage ordering, printing, and shipping of FPNO handbook and materials, signage, and annual FPNO t-shirt orders for new sites and/or new volunteers



Knowledge and Resource Management

- Become proficient in The Contingent's data tracking and management system, housed in a Microsoft CRM (Customer Relationship Management) platform customized to Every Child's community mobilization work.
- Refine and update content for FPNO orientation and FPNO handbook materials, as needed
- Manage and organize materials, marketing resources and templates specific to support and retention initiative in Every Child's SharePoint cloud storage
- Input and manage FPNO prospect sites and contacts in CRM database, and update records with key updates as needed
- Equip Every Child Affiliates to provide local support for new and existing FPNO sites

Training

- Organize and coordinate site leader orientations, materials, and trainings
- Provide process support to Every Child affiliates for retention and support initiatives, including but not limited to: video/documentation tutorials for accessing new or existing resources; utilizing SharePoint or other applicable tools; and troubleshooting when needed.
- Oversee process to implement trainings as they apply to support and retention initiatives
- Actively participate in all-staff workshops and trainings for The Contingent (about twice yearly) and Every Child's multi-day shared learning events for Every Child teams across the state (twice annually)

Communications

- Create slide decks for presentations and trainings related to FPNO and other retention efforts
- Represent Every Child at conference exhibits or community events where Every Child hosts a table or booth in support of retention efforts (not frequent, but on occasion)
- Proactively manage timelines, onboarding and communication for new FPNO sites with both leaders of host sites and the local Every Child staff leaders
- Craft and distribute communications to FPNO site leaders related to monthly FPNO event reporting & annual site agreement renewals
- Improve processes for capturing and curating stories from support and retention initiatives
- Assist in providing content for reports that demonstrate the impact of various support and retention initiatives
- Coordinate virtual onboarding meetings, site visits with local affiliates in support of retention

Personal Qualifications:

- Commitment to the mission of The Contingent and Every Child
- Bachelor's Degree or equivalent experience
- 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 faith communities 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
- Pro-active communicator with strong writing, e-mail, and phone skills
- Strong organizational and administrative skills, with high attention to detail
- Self-motivated, flexible, and receptive to constructive feedback
- A gifted communicator, with experience in providing excellent customer service
- Adaptable to changing situations and processes
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook), experience with SharePoint a plus.
- Ability to travel around the State of Oregon (approximately 10-15% of this job may require travel outside of Portland metro) with Oregon State-issued Driver's License, active car insurance, and car.
- Prior knowledge of, exposure to, or experience relevant to Oregon's foster care system preferred, by not required.

Employment Terms, Accountability, and Compensation:

- The role is highly administrative and requires a candidate with attention to detail, energy for documentation and coordination, and warmth for engaging affiliates and FPNO sites
- This role is ideal for someone with 2-5 years of work experience and can be accomplished in 30-40 hours/week depending on skill
- One time travel in the following counties is encouraged: Multnomah, Washington, Curry, Lane, Linn-Benton, and a few additional counties as necessary
- Competitive salary, commensurate with prior experience (Range 38-45k)
- 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, flexible work environment

Start Date:

Mid-summer 2022