

## The Contingent Job Announcement

**Position:** Program Coordinator, ECPDX  
**Division:** Mobilizing Community  
**Initiative:** Every Child, PDX

### 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 communities 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 – and soon, the four corners of our country. We ask hard questions. We take risks. And we link arms with our neighbors, including business partners, faith communities\*, and government agencies.

The position detailed supports The Contingent's initiatives, including Every Child Oregon ([www.everychildoregon.org](http://www.everychildoregon.org)), Emerging Leaders ([www.emergingleaderspdx.org](http://www.emergingleaderspdx.org)), and SINE ([www.sine.org](http://www.sine.org)).

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

\*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](mailto:k.bartz@thecontingent.org) for additional information.

### Opportunity Summary:

In collaboration with the Director, Every Child PDX the Program Coordinator will be integral in crafting and curating the voice of Every Child, PDX, as we posture The Third Way of engagement in the Portland Metro area. The Program Coordinator will develop online content, dialogue with followers online, through a monthly email, and craft e-newsletters, that will lead a year-long communications strategy and invite community members into deeper engagement. This leader is responsible for providing timely and professional communication and support to the ECPDX team including documenting meetings; and assisting in the planning and execution of events. As Program Coordinator your role will include triaging inquiries to respective Every Child, PDX team members. The Program Coordinator is integral in the creation of processes that will enable ECPDX to collect and retain data about our partners. This includes documenting points of contact and inquiries by utilizing the CRM (Customer Relations Management) system,

The Program Coordinator will collaborate closely with the Mobilizing Community team to stay current on initiative priorities and tone changes and provide support to Every Child, PDX. The Program Coordinator

will need to demonstrate high initiative; asking for meetings, stories, and engagement to push the work forward and help audiences understand the collective movement.

## Duties & Responsibilities:

### EVENT PLANNING AND COORDINATION

- Create events within the CRM (Customer Relations Management) system and website
- Create and develop necessary communication materials and documents for EC PDX programs, events, and initiatives
- Send email reminders and virtual invitations ahead of events.
- Provide support to foster parent recruitment and volunteer events, as needed (booking locations, stocking event)

### CUSTOMER RELATIONS MANAGEMENT SYSTEM (CRM)

- Events - capture critical information: attendance and email follow up
- Data entry ensuring everyone we connect with is in the CRM for journey tracking.
- Volunteers - Track volunteer interest participation

### TEAM SUPPORT

- Updating all current Every Child PDX documents in SharePoint
- Assists in the development of program communication and evaluation tools
- Note taking during meetings, Create actions items in Asana for follow-up
- Communication support by storytelling and capturing of volunteer and family interactions for newsletter & social media
- Collect information and create the ODHS (Oregon Department of Human Resources) Quarterly Reports
- Respond promptly to email inquiries (ECPDX info@ inquiries)
- Communicate and schedule volunteer opportunities in Timescounts
- Crafting and tracking stories/interviews with beneficiaries/supporters to share with community
- Provide administrative support on funding efforts, i.e., grant writing, sponsorships, corporate partnerships, and other donor engagement
- Other duties as assigned

### NEWSLETTERS

- Oversee the execution of the Every Child PDX newsletter 1x/month and other newsletters as requested on specified dates, as determined in partnership with the EC PDX team
- Work directly with EC PDX staff to develop newsletter content and stories
- Ensure email distribution lists are updated to reflect most recent subscribers

### MARKETING

- Post content on social media as it is created

## Success Metrics:

- All volunteer, faith, and business-related documents in the EC PDX SharePoint drive are updated with current contact information and active stakeholders' information
- Create and publish at least one strategic and educational story from the communities we serve on the webpage and social media platforms, once a month

- Lead the development and creation of the documents and forms required for the Respite Care Program and Foster Parent specific training.

### Knowledge, Skills, and Abilities:

- BA preferred or 2 years of relevant work experience
- This role is ideal for someone with 2-3 years of experience with administration, communication, and/or program coordination
- The role is highly administrative and requires a candidate with attention to detail, energy for documentation and coordination, and warmth for engaging program participants
- Demonstrates strong data management skills; excellent ability to enter, track, analyze and provide recommendations and learnings on data based on insight
- Effective communicator with strong written, verbal, and public speaking skills that is experienced in engaging with diverse audiences
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook), experience with SharePoint and Microsoft Teams is preferred
- Proficient in Asana or other task and project management software is preferred
- Experience working with Microsoft Dynamics 365, or another CRM (Customer Relations Management) platform
- Experience in Timecounts
- Experience in successfully working with a diverse group of cultures and socio-economic backgrounds throughout Oregon and SW Washington
- Utilize multi-cultural intelligence, intentional listening, and appreciation and respect to engage with a diverse group of constituents

### Personal Qualifications:

- Experience in successfully working with a diverse group of constituents utilizing multi-cultural intelligence, intentional listening, and appreciation and respect
- Experience supporting teams of entry-level professionals and coaching rising leaders in their development
- A willingness to be “hands-on” and work in a lean, fast-paced organization with limited administrative support
- Demonstrates a passion for operational, technical, and customer experience excellence
- Ability to articulate a position on the importance of the faith community engaging vulnerable children, youth, and families
- Commitment to the mission of The Contingent, including its initiatives: Every Child, Know Me Now, Emerging Leaders, and SINE
- Deep commitment to increasing the diversity of leadership around the state of Oregon
- Deep commitment to serving under-represented kids, youth, and families and those in government who work with them
- Relates well and works effectively with diverse groups of stakeholders who represent the range of ethnic, cultural, and socio-economic backgrounds throughout Oregon

### Employment Terms, Accountability, and Compensation:

- Competitive salary, commensurate with prior experience (Salary Range \$42,000 - \$45,000)
- The Contingent has a flexible work model that supports a blend of in-office, remote and on-the-go workers.



- Due to our growth, we have team members located in multiple time zones. To facilitate collaboration, core hours for this position are 9-3 pm PST
- Comprehensive benefits including premium medical, vision, and dental insurance (covered fully for employee and partially for spouse and/or dependents) generous paid holiday, vacation, sick, personal, and parental leave
- The Contingent is in a position to model other-centered love in action. This is our primary driver. We accept our leadership responsibility to one another and to the people of Oregon. As of October 1, 2021, *The Contingent requires all employees to be fully vaccinated.*
- Legally eligible to work in the United States

### Anticipated Start Date:

February 1, 2023

### Application Procedure:

Those interested in this position must submit the following:

1. Letter of interest
2. Resume
3. Three references including:
  - o First and Last name
  - o Role
  - o A brief description of their relationship to you
  - o Contact Information (email + phone number where they may be reached)

Screening of applicant materials will begin immediately, and applications will be accepted until the position is filled.

Application materials should be emailed with a subject line containing **Program Coordinator, ECPDX** sent to [hiring@thecontingent.org](mailto:hiring@thecontingent.org)

***\*\*\*"Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At The Contingent we are dedicated to building a diverse, inclusive, and authentic workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles."***

*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.*

Equal Opportunity Employer