



PWA

PORTLAND WORKFORCE ALLIANCE

PORTLANDWORKFORCEALLIANCE.ORG
6433 NE TILLAMOOK ST
PORTLAND, OR 97213

Position announcement: Communications Coordinator (part time)

Title: Communications Coordinator
Job classification: Part-time or contract
Reports to: Executive Director
Location: Portland, OR
Salary: \$15-\$20/hour DOE
Closing: September 2, 2016

MISSION OF THE PORTLAND WORKFORCE ALLIANCE

The nonprofit Portland Workforce Alliance is a coalition of business, labor, high schools and postsecondary institutions. PWA works with local employers and educators to provide real-world learning experiences that teach students about career opportunities and help them see how today's educational choices can open doors to great jobs. Our mission is to improve Oregon's graduation rate; build a strong, diverse and well-educated workforce; and help regional employers develop their pipeline of talent. PWA's board and volunteers see young people as the key to our region's long-term economic prosperity and quality of life.

JOB DESCRIPTION

Our independent nonprofit is looking for a motivated individual to join our team and help develop, support and manage the business and education partnerships that educate high school students about career opportunities and the skills they need to be successful in the workplace. The successful candidate will have exceptional interpersonal communication skills, excellent writing skills and the ability to manage multiple projects. The ideal candidate will have experience furthering an organization's mission through technology, including social media to communicate with supporters and software to manage contacts, funds or data. Experience raising funds through grant-writing or donor management is a plus.

QUALIFICATIONS

- 2-3+ years of experience in communications or program management preferred.
- Fundraising, grant-writing or donor management experience preferred.
- Knowledge of Microsoft Office suite and Salesforce preferred.
- Exceptional interpersonal, written and oral communication skills.
- Ability to multi-task and superior organizational skills.
- Commitment to provide excellent service to internal and external customers.
- Experience interacting with diverse groups of people.
- Ability to adapt to a changing and growing non-profit workplace.
- Experience with event and program marketing via social media platforms.

COMMUNICATIONS COORDINATOR (Part time)

JOB ANNOUNCEMENT

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PRIMARY RESPONSIBILITIES

- Help support and document experiences (career days, mentorship programs, classroom presentations, etc.) that educate students about career opportunities and the skills required to be successful in the workplace.
- Work under supervision to leverage technology, especially social media and Salesforce, to increase the number of business/industry/education partners involved in the work.
- Assist in grant writing and fundraising activities for PWA.
- Work under supervision to manage and update the organization's website.
- Work with PWA staff and Board of Directors to help organize events, including the annual NW Youth Careers Expo and PWA Breakfast.
- Help maintain and manage database of contacts, donors and partners.
- Provide administrative support including the development of printed & marketing materials.
- Collaborate with staff to improve effectiveness of our communications and storytelling.
- Help further the number of industry/business partners that provide career-related learning experiences for high school students.

HOURS & COMPENSATION

- This position follows the school year. The coordinator would work approximately 15-20 hours per week from mid-September to mid-May, then resume the following school year.
- Hourly wage is \$15-\$20, DOE, commensurate with other non-profit organizations.
- Some benefits available, including paid holidays. Additional benefits may be available after successful completion of 90 days of employment.

HOW TO APPLY

Deadline for applications: 5:00 PM on September 2, 2016

PWA is an equal opportunity employer. No phone calls or agencies please.

Please send resume and cover letter to: jobs@portlandworkforcealliance.org

Include in your cover letter specific examples from your past work experience when you:

- A) Used your communications skills and managed projects successfully to support other employees in their work.
- B) Used your computer and technology skills to help a business/organization be more efficient.
- C) Raised funds or revenues for a nonprofit or business.
- D) Employed technology and social media to help a business/organization grow and communicate regularly with its members/customers.

Please include three professional references with title, organization, email address & telephone number.

Please include your contact information and email address. Thank you.