



## Communications and Program Coordinator

Posted: June 14, 2021

Closed: When filled

### MISSION OF PORTLAND WORKFORCE ALLIANCE

The nonprofit PWA is a coalition of business, labor, high schools and postsecondary institutions. PWA works with local employers and educators to create 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. We welcome all students, with extra outreach to higher-poverty and marginalized communities. Our mission is to improve Oregon's graduation rate; support college-and-career readiness; build a strong and diverse workforce; and help regional employers develop their pipeline of talent. PWA sees meaningful access to career development as a matter of social and economic justice, and 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 further our mission through effective communication and program coordination as we work with partners to provide meaningful career-education experiences for high school students. The successful candidate is a versatile team player who can inform and inspire across multiple platforms, and who is proud to represent PWA in the community. The ideal candidate has experience furthering an organization's mission through writing, photography and graphic design, and through using social media to reach partners and supporters. In addition to key communication responsibilities, this individual will assist with core program needs. Each staff member is seen as essential to PWA's effort to serve a diverse community and build sustainable partnerships between high schools and employers. This position will report to the Partnerships Director.

### PRIMARY RESPONSIBILITIES

#### *Communications & Design*

- Collaborate with PWA staff to maximize the effectiveness of our communication with educators, employers, donors and volunteers.
- Use skills in graphic design, writing, photography, photo editing and video to create marketing materials, flyers, evites, monthly e-newsletters, blog posts, photo galleries and other materials to successfully promote the work and partners of PWA and the ACE Mentor Program.
- Manage the social media presence of PWA and the ACE Mentor Program.
- Manage and update the website of PWA, including the calendar and blog.

### *Program and Fundraising*

- Work with PWA team to coordinate, manage, execute, document and track experiences (career days, mentorship programs, Careers Expo, etc.) that educate students about career opportunities and the skills required to be successful in the workplace.
- Assist with coordinating volunteers and supporting our board of directors.
- Assist with donor management, grant-writing and fundraising.
- Use Salesforce to help manage our contacts and support efficient communication.

### **QUALIFICATIONS**

- Bachelor's or associate's degree
- 2-5 years of communications experience
- Exceptional interpersonal communication skills; positive and helpful demeanor
- Outstanding attention to detail
- Excellent writing, editing and photography skills
- Experience with Adobe Creative Suite (InDesign, Photoshop, Illustrator)
- Experience using Google Suite and Microsoft Office on a daily basis
- Experience with event and program marketing via social media
- Ability to multi-task and manage deadlines through superior organizational skills
- Cultural agility and experience interacting with diverse groups
- Commitment to provide excellent service to educators, employers and students

### **ADDITIONAL PREFERRED SKILLS AND EXPERIENCE**

Experience with WordPress; CRM software (such as Salesforce); MailChimp; video creation, editing and storytelling; grant writing and fundraising

1-2 years of experience with program coordination

### **HOURS, PAY AND BENEFITS**

Full time. Pay range: \$21 - \$25/hour DOE

Competitive benefits package includes employer-subsidized health insurance, short-term disability coverage, life insurance, paid holidays, sick time and earned vacation. Schedules may be flexible in support of work-life balance.

### **WORKING CONDITIONS**

This position will be a mix of office and remote work. At times it will be necessary to travel to program events and employer sites in the Portland Metro area. Reliable transportation needed.

### **HOW TO APPLY**

Send a cover letter and resume to [jobs@portlandworkforcealliance.org](mailto:jobs@portlandworkforcealliance.org). Please attach or link to 2-5 examples of your work products that demonstrate effective communication, and describe your role in those products (can be writing, multimedia, graphic design, web design, etc). Please use the cover letter to specify why you are interested, what skills you would bring to the organization, and how you have helped an organization grow or improve.

*Note: As an equal opportunity employer, PWA is committed to a diverse and inclusive work environment. PWA does not discriminate in employment on the basis of age, race, creed, gender, religion, marital status, veteran's status, national origin, disability, or sexual orientation. All employees of PWA undergo a criminal background check in alignment with our K-12 district partner requirements.*