



PWA

PORTLAND WORKFORCE ALLIANCE

PORTLANDWORKFORCEALLIANCE.ORG

P.O. BOX 14337

PORTLAND, OR 97293

Program & Communications Coordinator

Posted: September 29, 2025

Closed: When filled

ABOUT THE PORTLAND WORKFORCE ALLIANCE

The nonprofit 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. PWA works with local employers and educators to create experiences that help high school students develop their career aspirations, practice career skills, connect with industry professionals and work toward their college-and-career goals. We welcome all students, with a priority focus on higher-poverty and marginalized communities. PWA's mission is to build enduring partnerships that improve Oregon's graduation rate; support career readiness; create a strong and inclusive workforce; and help regional employers develop their pipeline of talent.

JOB DESCRIPTION AND OVERVIEW

Portland Workforce Alliance is seeking a program & communications coordinator who believes in the value of young people and the power of community-based career exploration. We are looking for a mission-driven, student-centered team player who can help PWA build and sustain its impact through effective programming and relationship management. The ideal candidate is a versatile team player with excellent organizational and interpersonal skills who can help us serve students from underrepresented and marginalized communities; and who has experience working with programs that serve young people, rely on volunteers and leverage community support. The ideal candidate wants to do work they believe in, and wants to be part of a high-functioning team in a growing community nonprofit.

PRIMARY RESPONSIBILITIES

Program Impact (65%)

- Work with the PWA team to develop, coordinate and execute experiences that educate students about career opportunities and help them develop skills, confidence and networks. Examples of these experiences are career mentorships, Career Days, mock interviews, career workshops, and the NW Youth Careers Expo.
- Provide coordination support for existing programs, including our growing portfolio of career mentorships in fields including health care, construction and the creative sector.
- Help PWA coordinate new initiatives to support career readiness through real-world learning.

Communications Impact (35%)

- Use tools including Salesforce to help manage contacts and support efficient communication.
- Use data management skills and storytelling to support excellent partner reports and proposals.
- Assist with invoicing, donation tracking and partner appreciation.
- Optional: Provide support for social media, design or communications, depending on candidate interest and experience.

SECONDARY RESPONSIBILITIES

- Participate in professional development that builds individual and collective capacity and that supports PWA's equity goals.
- Collaborate with PWA staff to maximize the effectiveness of our communication with educators, employers, students, donors and volunteers.
- Other duties as needed to further the organization's mission.

QUALIFICATIONS

Requirements:

- Bachelor's or Associate's degree, or at least three years of relevant experience in education or workforce development
- 1 year of program or communications experience
- Excellent written communication skills
- Experience using Google Suite or Microsoft Office on a daily basis; proficient with spreadsheets and other program management tools

Essential knowledge, skills and abilities:

- Exceptional interpersonal communication skills; positive and helpful demeanor
- Cultural agility and experience interacting with people from diverse backgrounds
- Ability to multitask and manage deadlines through superior organizational skills
- Outstanding attention to detail
- A demonstrated commitment to diversity, equity and inclusion
- Commitment to provide excellent service to educators, employers and students
- Desire to work in a collaborative and entrepreneurial work environment

Preferred or desirable skills or experience:

- 2+ years of program or communications experience
- 2+ years working effectively with students, volunteers and leaders
- Familiarity with Oregon workforce needs and the industry landscape
- Proficiency with data management tools such as Salesforce or other CRMs
- Experience with grant writing, fundraising or events management
- Experience with design tools such as Canva or Adobe Creative Suite; basic design proficiency.

POSITION TYPE AND EXPECTED HOURS. The job as posted is a full time, hourly, non-exempt position. The typical week will be 37.5 to 40 hours, with occasional overtime needs. This job can be modified to a 0.80 position or reduced summer hours, based on candidate preference.

HOURS, PAY AND BENEFITS

Full time. Pay range: \$26-\$28.60 /hour DOE (\$52,000 - \$57,000/year)

Competitive benefits package includes SIMPLE IRA with 3% employer match, employer-subsidized health insurance, dental, short-term disability coverage, life insurance, 11 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 remote and office work. At times it will be necessary to travel to program events and employer sites in the Portland Metro area. Reliable transportation needed. All employees of PWA are required to undergo a criminal background check in alignment with our partner requirements.

HOW TO APPLY

Send a cover letter and resume to jobs@portlandworkforcealliance.org. Please use your cover letter to specify 1) why you are interested, 2) what skills you would bring to the organization, 3) how you can

further our commitment to equity, and 3) how you have helped an organization grow or improve. In addition, please specify whether you are seeking a full-time role or are interested in a modified structure (for example, a 0.80 FTE or reduced summer hours). The position is open until filled.

APPLICATION PROCESS WILL INCLUDE:

- Application Materials
- Screening Interview
- Team Interview and Task Overview
 - Upon advancing through the screening, candidates will meet with PWA team members for a panel interview and opportunity to learn more about the organization. Prior to this interview, candidates will receive a short scenario related to the role. Candidates will have time during the interview to present their response. Through this task, candidates will demonstrate their knowledge, understanding and proficiency in the position.
- Reference Checking, Follow-up and Candidate Selection

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.