



JOB ANNOUNCEMENT

Position: Equity Program Coordinator
Reports To: Executive Director
Supervises: None
Hours: 20 hrs/week; some evening and weekend work may be required for events and outreach
Salary: \$22/hour, 10-month contract position (ending June 30, 2019)
Benefits: Paid holidays and flexible scheduling
Deadline: Open until filled, applications received before 5 p.m. on July 27, 2018, will receive priority

The Intertwine Alliance

The Intertwine Alliance is a coalition of 165 organizations working across sectors and jurisdictional lines to increase access and availability to nature in the Portland-Vancouver urban region.

The Alliance was built over many years, but was formally launched as a nonprofit in July 2011. The Alliance is a fast-growing and highly dynamic organization, and is at the center of many of the region's most significant natural area initiatives. The Equity Program Coordinator will be part of an innovative, close-knit team working to integrate nature more deeply into the fabric of the Portland-Vancouver area. Learn more about The Alliance at theintertwine.org.

Position Summary

The Equity Program Coordinator is a critical position working to support The Alliance in advancing our equity strategy and managing our equity cohort program. This includes implementation of the internal equity strategy; coordinating the equity cohorts program; and outreach to new partners, specifically those representing marginalized communities. This position works directly with all members of The Intertwine Alliance team, as well as with partners of The Alliance.

More information about The Intertwine Alliance's equity strategy can be found here:
<http://www.theintertwine.org/equity-and-inclusion-strategy>

Responsibilities

Responsibilities include but are not limited to the following:

Equity Program Coordination- 50% - approximately 10 hours/week

- Develop and manage the equity program strategy and plan
- Manage cohort program and related communications
- Recruit new partners for the program
- Organize equity engagement events
- Develop training materials and/or assessments as needed, in conjunction with DEI experts
- Fundraise for ongoing support of the program, including reporting
- Manage program budget
- Create a framework for tracking performance and outcomes

Equity Outreach - 30% - approximately 6 hours/week

- Establish equity outreach goals and strategy
- Build relationships with new partners representing marginalized communities, specifically communities of color
- Participate in partner and community meetings linked to DEI
- Engage marginalized organizations and communities with other related Intertwine Alliance efforts

Internal Equity Strategy - 10% - approximately 2 hours/week

- Organize and facilitate internal equity staff meetings
- Share learning with staff and engage staff in developing its equity lens and DEI capacity
- Implement organizational policies, procedures, etc. around DEI
- Support other programming in developing and maintaining equity and inclusion policies
- Work with board and committees to develop DEI lens as needed

Alliance Management - 10% - approximately 2 hours/week

- Support for ongoing partner relations and management
- Collaborate with staff on general programming and events, including project network and summits
- Collaborate on strategic vision and direction for the organization, typically through staff meetings
- Manage personal email, calendar and administrative needs to fulfill job duties above

Education, Skills and Knowledge

Required:

- Knowledge and experience of, and commitment to, advancing diversity, equity and inclusion across the conservation sector
- Strong intersectional racial-equity lens
- Experience working directly with and building relationships with diverse communities
- Strong skills in program and event coordination
- Ability to manage a budget and write detailed grant reports
- Strong computer skills
- Knowledge of Microsoft Excel and Word
- Good written and verbal communication skills

- Collaborative approach to work, strong team player
- Ability to solve problems independently and know when to ask for help
- Interest in learning and being part of a small team
- Ability to work within a deadline when necessary
- Excellent attention to detail
- Willing to take on new tasks and to grow professionally

Desired:

- Grant writing and fundraising experience
- Passion for nature and promotion of outdoor activities and recreation
- Familiarity with and knowledge of regional parks, trails, and natural areas

Transportation Information

This position will require attendance at off-site meetings. The applicant must have the ability to get around town and possibly into other parts of the four-county (Multnomah, Washington, Clackamas and Clark) region on their own. We value active transportation and public transportation, and can provide access to a Car2Go account and/or a transit pass for certain situations.

Equal Opportunity

People of color, people with disabilities, veterans and LGBTQ candidates are strongly encouraged to apply. The Intertwine Alliance is committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities. The Intertwine Alliance is an equal opportunity employer and does not discriminate in its employment decisions.

The Intertwine Alliance provides reasonable accommodations to applicants and employees as required by law. Applicants with disabilities may request a reasonable accommodation at any point in the employment process.

To Apply

Please submit a cover letter and resume, as separate PDF attachments, that describe your interest in the job and how your background and work experience make you a good fit for this position to info@theintertwine.org with the words “Equity Program Application” and your full name in the subject line.



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