



Position Announcement

Title: Educational Programs Coordinator
Supervisor: Campus Compact of Oregon Executive Director

Mission: Campus Compact of Oregon convenes and supports the work of educational institutions individually and collectively to improve their practice around institutional equity, collaborative learning, and community engagement to respond effectively to a racially diverse and changing Oregon.

Purpose: The Educational Programs Coordinator provides support to the Executive Director and manages all elements of Campus Compact of Oregon's training, technical assistance, and consulting services. Campus Compact of Oregon is committed to developing equitable community-engaged programming that increases educational access and success for students from low-income backgrounds and communities of color.

Environment: Campus Compact is a small nonprofit located in downtown Portland. Bike parking, easy access to public transportation, showers, an open concept office and a commitment to work/life balance and equity make this a great place to work.

Position responsibilities:

Community Outreach, Administration, Liaison (50%)

- Manage communications with community partners
- Keep careful records of community partner contacts, roles, and responsibilities
- Support all aspects of Campus Compact of Oregon's co-curricular and training programs
- Work with Campus Compact of Oregon partners such as Portland United Against Hate, Campus Compact National, AmeriCorps VISTA, Oregon Volunteers, campus partners
- Coordinate Campus Compact of Oregon day-long programming
 - Black Liberation in Higher Education Event
 - Anti-Hate Summit in collaboration with Portland United Against Hate
 - Counter Narrative Series
 - Disability Justice Programming/Immigrant and Refugee Community Organization
- Support the research, development, and produce new training modules based on the needs of Compact partners (determined through active engagement and consultation with member campuses, K12 schools, and education nonprofits).

- Support community-based programming and work with service-learning campus partners to provide students with Collaborative Community Based Learning (CBBL) opportunities with the Racial Justice Campus Collaborative (RJCC).
- Work with the Executive Director, equity consultants, and community partners to identify training needs, and promote opportunities across the network.
- Maintain contact database

National Service training & support (25%)

- Coordinate and Serve as lead staff on development and logistics for three in-service trainings for all national service members sponsored by Campus Compact of Oregon with a given budget for each training.
 - Fall In-Service Training; November
 - Winter In-Service Training; February
 - Spring In-Service Training; June

Campus Compact of Oregon Shared Efforts (25%)

- Support event-based programming, related promotions, MOUs, and contracts;
- Work with Executive Director to develop event budgets based on organizational grant provision;
- Engage in staff meetings, retreats, and organizational planning;
- Engage in mindfulness practices, self-care, and racial healing efforts to support personal and organizational transformation;
- Support in recruitment for staffing and AmeriCorps [dependent on contract and grant]

Desired knowledge/skills

- Combination of lived experience and education on issues of racial justice and equity especially as it relates to education both K12 and higher education;
- Ability to think critically and in systems, understand power and positionality in one professional relationship, and actively identify and dismantle anti-Blackness and all other forms of racism;
- Ability to facilitate racial justice, cultural humility, class inequity, and gender differences;
- Experience developing curriculum and training for diverse audiences.
- Experience with AmeriCorps or national service programs is desired;
- Knowledge and/or experience with critical service-learning, community engagement, higher education/community partnerships;
- Working knowledge of applied critical race and anti-colonial theory;
- Program coordination and management;
- Event planning, training/adult education, media/public relations;
- Excellent organizational and communication skills

Education Requirements

Associates Degree or higher required with 1-3 years of training experience.

Parameters

- The starting hourly rate is \$20-25 dollars per/hour based on Campus Compact of Oregon's Equitable Compensation Plan
- \$150.00 professional development fund
- \$50.00 monthly phone benefit
- Access to a work computer

Relationship With Others

Employees have regular contact with the public, in person, via email, and by telephone, to promote awareness of and interest in Campus Compact of Oregon and to persuade partners and clients to contract with Campus Compact for training and technical assistance. Employees will have occasional contact in person, via email, and by telephone with members of the media or legislature to promote awareness of a program, project, or event.

Supervision Received

Employees receive general supervision from the Executive Director who reviews the work through daily informal personal contact and/or weekly or monthly meetings and conferences. Work is reviewed to assess progress and conformance to program goals and objectives. Work is also reviewed through written narrative reports and observation of written program documents to determine effectiveness and conformance to agency/program procedures. Employees use agency policies and procedures, State and Federal rules and regulations, and program procedural manuals as guidelines in providing program services and dealing with the public.

Application Instructions

To Apply: Email your resume and cover letter to careers@oregoncampuscompact.org.

Resumes will be reviewed as received and interviews conducted to fill the position as soon as a qualified candidate is identified.