



Position Announcement
Part or Full Time

Title: Communications and Marketing Manager

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 Communications & Marketing Manager manages all elements of the Compact's communications endeavors including developing strong brand awareness, name recognition, documentation of Compact impact stories and creating visual content that drives our mission forward. Additionally, this position is responsible for maintaining the Compact website, social media, and producing the agency's monthly newsletter.

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. Campus Compact is currently engaged in an "equity roadmap" process to deepen our commitment and practice of equity in the areas of shared governance, compensation, consulting, policies and procedures, budget, and programming. The incumbent in this position would have to have a passion for equity and a willingness to critique and help transform all our internal systems.

Accessibility: Campus Compact's office is located on most major bus lines and one block from all MAX lines. There are 3 elevators to access the 12th floor office. Most staff use standing desks but there is also a shared conference table and two couches where staff can work. Campus Compact would purchase accessible furniture to meet the needs of the most qualified candidate. The office is not currently scent-free but could move towards that to accommodate an employee with chemical sensitivities. Staff are able to work remotely on an as needed basis.

Position responsibilities:*Communications and Marketing (55%)*

- Develop content and design for the Compact Enews;
- Lead staff on updating and developing agency website (self-publishing weebly platform);
- Coordinate and promote Campus Compact mission and activity on social media;
- Develop compelling graphic and visual content that drives people to support the mission of Campus Compact and better understand our work;
- Generate social media content that helps increase awareness of critical racial justice topics, issues, and promotes education and mobilization of our network;
- Document and produce publications that tell the story of Campus Compact, our programs, our internal equity roadmap process, and disseminates that knowledge throughout our network
- Special Project: This staff person will lead, with the Executive Director, the agency's Willamette Week Give!Guide! campaign.

AmeriCorps VISTA (25%)

- Generate social media content on the VISTA program and promote on agency website and platforms
- Develop program newsletters promoting AmeriCorps
- Provide on-going technical assistance and project support to team, in coordination with the VISTA Program Manager.
- Support recruitment efforts for host sites and members of full time VISTAs.

Campus Compact of Oregon Shared Efforts (20%)

- Provide equity facilitation and support for Compact members and community partners
- Engage in staff meetings, retreats, and organizational planning.
- Engage in mindfulness practices, self-care, and racial healing efforts to support personal and organizational transformation.

Desired knowledge/skills

- Strong professional communications background including, graphic design, marketing, brand development, publishing;
- Expert use of Facebook, twitter, and Instagram and developing knowledge of alternate platforms to tell the Compact story;
- Ability to support and train members across racial, cultural, class, and gender differences;
- Experience with AmeriCorps or national service programs is desired;
- Knowledge and/or experience with higher education/community partnerships;
- 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 project management experience.

Compensation

The starting annual salary rate for this position will be between \$40,000-\$50,000 for a full-time position, dependent upon qualifications and experience. This position could be anywhere from .5-1 FTE based on the needs of the most qualified candidate. Salary will be prorated based on number of hours worked. Part-time employee receives full benefits package except vacation and personal leave, which is prorated based on hours worked.

Campus Compact offers a competitive benefits package including 100% of the premium for health, dental, vision, mental health, alternative care, short-term and long-term disability (employee pays copays and deductible). Campus Compact also contributes 3% of the employee's salary into a retirement 401K for all employees who participate; provides an annual Trimet pass, and offers 9 weeks of paid time off. This position requires travel out of state, as well as in state.

Relationship With Others

Employees have regular contact with the public, in person, via email, and by telephone, to promote awareness of and interest in AmeriCorps and to persuade the public to take an active part as AmeriCorps Members or as participating sites. Employee 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. All employees must show the highest commitment to modeling anti-racist interactions with our staff, AmeriCorps members, and partners.

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.

Other Requirements

Job offer contingent on passing criminal background check.

Application Instructions

- Send your resume and your response to the applicant Q & A to careers@oregoncampuscompact.org by June 3rd. No cover letter is requested.
- There will be two rounds of interviews held mid-June - mid-July
- Start dates are flexible after August 15th