K-12 Curriculum Coordinator

**Supervisor:** Connect2Complete Program Director
**Support:** Deputy Director, Aspiring BIPoC Educators Research Coordinator, Oregon Serves Staff and Learning Community
**Charge:** Supporting and supervising one AmeriCorps program Leader
**Compensation:** $60,000 - $65,000
**Benefits:** Medical, Dental, Vision, 401k, $500.00 professional development fund, access to a work computer, $50.00 phone benefit
**Start Date:** Open until filled
**Employment Type:** Full Time

**Purpose:** With the generous support of Oregon Serves and Oregon Department of Education’s LGBTQ2SAI+ Student Success Plans, this role will support the implementation and development of curriculum to expand organization’s capacity to serve K-12 schools.

**Environment:** Campus Compact of Oregon is a racial justice and educational equity focused organization located in downtown Portland. Our work centers those most marginalized by interpersonal, systemic, and institutional racism: Black, Indigenous, and People of Color, LGBTQAI2+ communities, immigrants, migrants, and refugees, people with disabilities, low-income people, and all intersections of the aforementioned identities.

**Project Description:** This position will support the Aspiring BIPoC Educators Research Coordinator and the Connect2Complete Program Director in community-led participatory research and program implementation. This role will work closely with partners to implement programs and center students' voices and experiences.

**Overall Responsibilities**

- Preparing documentation
- Managing online resources
- Processing payments
- Assisting in the planning and overseeing significant events
- Provides operational and administrative support for programs
- Contributes to research and community outreach efforts
- Prepares a program event calendar, schedules meetings, and coordinates training sessions
- Responds to inquiries from the public with information and materials
- Processes and maintains a database related to donors, fundraising, volunteers, and partners
- Convening project partners and facilitate partnerships
● Scheduling and preparing for curriculum design meetings
● Communicating with design contractors
● Conducting outreach
● Schedule and facilitate workshops to organizational partners

Program Support

● Supervise the Connect2Complete K-12 AmeriCorps Program Leader
● Support current Connect2Complete K-12 program sites (Rosevelt, Jefferson, McDaniel, Fabion, Harrison Park, Tigard, Tualatin…)
● Conducting outreach to k-12 partners across our state-wide network
● Lead program partner site visits
● Provide direct support to Connect2Complete Program Director
● Develop professional development trainings in collaboration with community partners
● Develop and Maintain student advocacy resources
● National Service Training & Support
  ● Coordinate and serve as lead staff on development and logistics for in-service trainings for all program service members sponsored by Coalition for Racial and Education Justice with a given budget for each training
  ● Develop K-12 focused professional development for AmeriCorps members, program advocates, and community partners.
● Support and develop ongoing professional development opportunities and resources for AmeriCorps members

Coalition for Racial and Education Justice Shared Office Efforts

● Staff meetings
● Office retreats and organizational planning
● Participation in collaborative projects
● Support event-based programming and related promotion
● Engage in mindfulness practices, self-care, and racial healing efforts to support personal and organizational transformation
● Typing letters and reports as may be required from time to time
● Proofreading and making copies of documents

Skills and Qualifications

● 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;
• Event planning, training/adult education, media/public relations;
• Excellent organizational and communication skills

**Education Requirements**

Associates Degree or higher with 2-5 years of applicable experience. Ideally, applicants will have an established knowledge of participatory research methods, and authentic and practiced understanding of racial and education justice.

**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. 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.

**Application Instructions**

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

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