

## **SOLVE announces an immediate opening for a Program Coordinator – Special Programs**

<b>SOLVE Job Title</b>	Program Coordinator – Special Programs
<b>Hours per Week</b>	40, Tuesday through Saturday Schedule
<b>Reports to</b>	Quintin Bauer, Program Director
<b>Exempt / Non-Exempt</b>	Exempt
<b>Location</b>	Portland, Oregon
<b>Closing Date</b>	April 26, 2019
<b>Starting Salary/Benefits</b>	\$39,000/year depending on skills and experiences. Benefits include health, vision and dental insurance, initial two weeks of vacation, ten paid holidays, and two weeks paid sick leave.
<b>Minimum Qualifications</b>	Bachelor’s degree in marketing, public relations, communications or a related field and two years of experience or equivalent experience in the areas of volunteer outreach, training, program development and coordination.
<b>To Apply</b>	Email cover letter and resume in ONE PDF or ONE Word Document, with subject “Program Coordinator – Special Programs” to Quintin Bauer at quintin@solveoregon.org. No calls please. Finalist candidates will be asked to complete and sign a formal application form.

### **About SOLVE**

SOLVE is a 501(c)(3) non-profit organization that brings together individuals, business groups, and service and conservation groups through volunteering and education to restore our natural spaces and take good care of this great state of which we are all so proud. SOLVE facilitates Oregonians of all kinds coming together to volunteer, focusing on beach and illegal dump cleanup, planting native trees, removing invasive plants, and other environmental maintenance projects. SOLVE annually supports over 30,000 volunteer opportunities in 170 communities all across this diverse state.

### **Summary of Position and Responsibilities**

The Program Coordinator is an integral part of SOLVE’s Program Department. The position coordinates the Keep it Pretty, Rose City; Pick It Up, Portland; and Out of Office, Into Nature programs. Through these programs this position organizes, supports, and leads successful volunteer events in parks, natural areas, beaches, and neighborhoods.

- Manage and coordinate the *Keep It Pretty, Rose City; Out of Office, Into Nature; and Pick it up, Portland* programs
- Recruit, train, and retain volunteers for the three programs
- Build relationships and conduct community presentations and meetings
- Lead year-round litter cleanup and restoration events

- Prepare marketing materials for the three programs
- Work closely with parks departments, Metro, and other natural area partners to coordinate projects
- Represent SOLVE at events, conferences, and meetings to cultivate new partners
- Prepare detailed reports to submit to leadership and funders
- Create and update web registration sites using Salesforce
- Provide comprehensive support to project leaders
- Other activities as directed

#### Skills, Abilities, and Requirements

- Understanding and passion for SOLVE's mission
- Experience with Microsoft Office and Salesforce
- Highly organized and self-directed
- Ability to multi-task, delegate, prioritize and manage work flow
- Ability to meet deadlines and work on several projects simultaneously
- Ability to think on your feet and offer excellent customer service to incoming calls and emails
- Excellent listening, written, and verbal communication skills
- Ability to lift 20 pounds
- Requires frequent travel to project sites and meetings - valid driver's license required
- Enjoy working outside and leading large-scale volunteer events
- High comfort level and expertise in public speaking

SOLVE is committed to fostering an inclusive culture that engages and respects a diverse range of individuals in order to enrich our work. We recognize that this requires the involvement of Oregonians from diverse cultures, backgrounds, and beliefs to achieve our mission.

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