



## POSITION ANNOUNCEMENT Program & Supplies Coordinator

**Title:** Program & Supplies Coordinator

**Reports to:** Program & Sustainability Manager

**Manages:** This position does not have any supervisory responsibilities

**Full-time/Exempt**

**Salary:** \$49,500 - \$62,300 based on experience

**Benefits:** Comprehensive benefits package, including 401K, medical, dental, and vacation

**Commitment:** Full-time (40 hours per week). Monday through Friday 8:30AM – 5:00PM

**Workspace:** SOLVE office located at 1501 SW Jefferson St.

In our 54th year, SOLVE has lots to celebrate. Over half a century of bringing people together, from all walks of life and every corner of the state. Of getting people out and answering the call. Cleaning up our beaches, parks, neighborhoods, and natural spaces. Reaching out, digging in, and picking up. By restoring vitality, planting new beginnings, and keeping invaders at bay. Developing diverse relationships. By partnering, collaborating, and engaging. Honoring the visionaries of our past and building on their legacy. Together. With an unstoppable force of volunteers, 30,000 strong and 100 percent committed. We are individuals, businesses, neighbors, families, and friends. These are our communities. Our unique places. Our rivers and streams, lakes and mountains, land, and sea. Our pride and joy. It's in our nature to protect it for generations to come. Together, we are *taking care of Oregon*.

Join the growing SOLVE team at this exciting time and *help us ensure that all Oregonians have the right to live, work, and play in healthy and safe communities*. For more information, please visit: [solveoregon.org](http://solveoregon.org)

### THE POSITION:

This position is a vital member of the programs team ensuring SOLVE's supply inventory management is accomplished through a lens of environmental sustainability. This role supports volunteers in safely conducting year-round stewardship projects in parks, natural areas, and neighborhoods throughout the state and coordinating the supplies they will need to be successful. Occasionally this position requires leadership of volunteer-driven litter and restoration events.

### ESSENTIAL JOB DUTIES:

#### Supplies & Sustainability

- Maintain tool library and inventory including but not limited to ordering, stocking, organizing, and tracking supplies
- Play an active role in sustainability team meetings
- Develop relationships with organizations throughout the state interested in providing storage space for event supplies for SOLVE leaders
- Research best practices and develop strategies to increase sustainability efforts including the reduction of SOLVE's plastic use and carbon footprint
- Support in the development of sustainability education campaigns
- Fulfill event supply orders for community leaders including packing, tracking, and arranging supply distribution and collection of event items
- Submit purchase approvals for expenses as needed
- Maintain records of work performed, materials and equipment used
- Monitor program performance, recommend and implement modifications to systems and procedures
- Other duties as directed

## Community Leader Support

- Increase the awareness and visibility of SOLVE programs across the state to support in recruiting and retaining new leaders and organizational partnerships
- Onboard new community leaders
- Recruit leaders to participate in annual and special events
- Secure permits for events taking place on public property
- Support with securing in-kind disposal or establishing a disposal plan as needed
- Ensure leaders submit supply orders and receive supplies
- Ensure leaders are trained on safety and other responsibilities leading up to, during, and following their event
- Review and approve event registration pages ensuring descriptions are accurate, marketable to volunteers, and do not conflict with existing events
- Host virtual and in-person safety trainings for leaders

## Field Work

- Lead year-round litter cleanup and restoration events as needed
- Operate a SOLVE vehicle
- Scout event sites noting key safety and logistical information
- Create and post event registration pages on SOLVE website
- Support in photo, video, and written documentation of events
- Serve as day-of point of contact for partners and service providers during events
- Recruit, guide, delegate, and support event volunteers, keeping safety as a primary directive
- Train event volunteers on safety best practices, tool use and pertinent event details
- Other activities as directed

## Additional Responsibilities

- Increase the awareness and visibility of SOLVE programs across the state
- Support with volunteer outreach and recruitment with an emphasis on youth and communities that are disproportionately impacted by environmental degradation and pollution
- Utilize Microsoft Office, Salesforce, Hands on Connect and other digital software
- Attend Programs, all staff, and stakeholder meetings
- Provide support for other SOLVE programs as needed

## Preferred Qualifications:

- 2+ years of volunteer engagement experience
- Demonstrated commitment to working with BIPOC and traditionally underserved populations, based on lived experience and/or professional work
- Clear and effective written and oral communication skills
- Self-starter showing sound judgment and creative problem-solving acumen
- Natural collaborator with the innate ability to know when to lead and when to support
- Strong organizational ability and keen attention to detail
- Ability to meet deadlines and work on multiple projects simultaneously
- Demonstrated ability to work independently and as part of a team
- Ability to participate and engage in the work of SOLVE
- Have a valid Driver's License

**Physical Demands:**

The employee must frequently move and load up to 30 pounds of supplies into and out of SOLVE fleet vehicles to outdoor job sites. The employee is regularly required to detect sounds and communicate with groups and individuals in noisy outdoor settings. The employee is regularly required to clearly spot stationary and moving objects clearly at a distance of 15 feet. The employee may encounter strong odors from litter collected during outdoor projects. The employee is frequently required to be stationary when working in the office on administrative duties.

**APPLICATION:**

If you believe in our values and mission and want to contribute to the work we do, we want to hear from you, even if you don't meet every one of the qualifications listed.

Submit your cover letter and resume via email to [haley@solveoregon.org](mailto:haley@solveoregon.org). For questions, please email or contact Haley Morris at 971-346-2708.

**TIMELINE:**

Applications will be accepted on a rolling basis.

***SOLVE is an equal opportunity employer and is committed to expanding the diversity of our team. Women, people of color, and members of the LGBTQIA(+) community are strongly encouraged to apply.***