



Oregon
Environmental
Council
It's Your Oregon

JOB ANNOUNCEMENT

Title: Community Outreach Manager
Status: Regular, exempt position
Reports to: Deputy Director
Hours: Full-time
Starting Salary: \$35,000-\$40,000 annually

BACKGROUND & SCOPE OF RESPONSIBILITY

The Oregon Environmental Council (OEC) is seeking the right candidate to lead a variety of outreach projects that help individuals live green and to assist our program staff in mobilizing the public in support of public policies that protect the environment. The primary area of focus will be a suite of projects that help parents and caregivers protect children from exposures to toxic pollution. In addition, this position will build OEC's citizen activist networks and organize citizens in support of legislation that slows global warming and reduces toxins in our environment. Future outreach projects may support OEC's other strategic goals.

We are looking for someone who is entrepreneurial, outgoing, and enjoys working with diverse people and organizations to get things done. This is a responsible position in a fast-paced, mission-driven environment. OEC offers a collaborative, team-oriented, family-friendly workplace that treats employees as the responsible professionals they are. Hours are flexible, and benefits are generous. You will learn a lot, laugh a lot, and feel great about making Oregon a better place.

The Oregon Environmental Council safeguards what Oregonians love about Oregon – clean air and water, an unpolluted landscape and healthy food produced by local farmers. For 40 years we've been a champion for solutions to protect the health of every Oregonian and the health of the place we call home. We work to create innovative change on three levels: we help individuals live green; we help businesses, farmers and health providers thrive with sustainable practices; and we help elected officials create practical policy. Our vision for Oregon includes solving global warming, protecting kids from toxins, cleaning up our rivers, building sustainable economies, and ensuring healthy food and local farms. See oeconline.org for more information.

DESCRIPTION OF DUTIES

Outreach and Education

- Designs and disseminates educational and marketing materials
- Develops and coordinates educational events
- Gives public presentations
- Actively seeks earned media
- Engages the public and key constituencies in supporting public policy, e.g., generates letters/phone calls from constituents to elected officials
- Builds broad support for OEC generally, program goals and project objectives specifically
- Develops and maintains collaborative relationships with key institutions, corporations and individuals
- To achieve the above, utilizes a variety of communications, from website and e-communications to personal interactions

Project Development and Management

- Formulates ideas for new projects; develops and executes project implementation plans
- Evaluates projects; tracks possible problems and opportunities and alters work plan accordingly
- Effectively utilizes volunteers to achieve project goals

Fundraising

- Writes grant proposals; writes progress and final reports
- Assists development staff with fundraising appeals and events
- Actively seeks new sources of financial support

QUALIFICATIONS

Required:

- Minimum four years of professional experience in community outreach, marketing, communications, or related field
- Outstanding written and verbal communication skills; ability to tailor messages to specific audiences
- Strong organizational skills; ability to manage multiple projects
- Demonstrated self-motivation and initiative
- Ability to mobilize people, including nontraditional allies and constituent groups
- Ability to work cooperatively in a team environment
- A passion for OEC's mission
- Undergraduate degree
- Strong computer literacy, including utilizing web and e-communication tools and working with databases

Desirable:

- Experience working in a non-profit setting with a mission-driven staff and board
- Experience working on environmental issues
- Knowledge of community networking and social marketing applications
- Experience managing volunteers
- Grassroots organizing experience
- Spanish-speaking skills

COMPENSATION

Starting salary range is \$35,000 to \$40,000 commensurate with experience. Excellent benefits include four weeks of paid vacation annually, fully paid health insurance, and employer contributions to a retirement fund equal to 6% of salary after six months.

TO APPLY

No calls please. By September 3, please send three things – a cover letter, resume and an example of a communication piece you have developed -- via email (preferred) to chrish@oeconline.org with subject line "Community Outreach Manager" or via postal mail to:

Hiring Team - Community Outreach Manager
 Oregon Environmental Council
 222 NW Davis Street, Suite 309
 Portland, OR 97209