



from parking lots  
to *paradise*

## Job Announcement

**Posted:** April 28, 2021. Review of applications will begin June 1.

**Position Title:** Communications & Engagement Coordinator

**Employment Status:** Hourly 30-40 hours per week, depending on employee's preference and availability

**Pay:** \$21 to \$26 per hour plus benefits (see details in job announcement)

**Reports to:** Katya Reyna, Program Director

### About Depave

Depave is a small nonprofit organization based in Portland, Oregon that empowers disenfranchised communities to overcome social and environmental injustices and adapt to climate change through urban re-greening. We transform over-paved places, create resilient community greenspaces, promote workforce development and education, and advocate for policy change to undo manifestations of systemic racism. We work with public and private schools, communities of faith, and community-centered businesses or nonprofits to remove asphalt and replace it with gardens, playgrounds, bioswales and community green spaces that reduce stormwater pollution and support environmental education, natureplay, and urban agriculture.

The Communications & Engagement Coordinator will manage Depave's communications, such as social media and e-newsletters, coordinate and recruit volunteers, conduct community engagement and support project planning and implementation. Priorities for this position include:

- **Communications and engagement (30%)**
  - Manage Depave's email newsletters
  - Manage Depave's social media postings (Instagram and Facebook)
  - Update and maintain Depave's website
  - Assist with building and maintaining relationships with community partners
  - Conduct community outreach around projects, assist with community needs assessment and developing future project sites
  - Respond to general email and social media inquiries
- **Engaging volunteers at multiple levels (30%)**
  - Develop and maintain relationships with community and business volunteer groups
  - Recruit and lead volunteers at work parties
  - Recruit, lead, and appreciate ongoing Depave volunteers (event crew leaders, project planning, site stewardship, community ambassadors)
- **Assist with project implementation (20%)**
  - Assist with implementation of depaving projects
  - Assist with Green Thumbs projects - (maintenance and stewardship of past sites)
- **Fundraising and administration (20%)**
  - Support Depave's board committees, primarily the Communications & Development Committee
  - Community Fundraising – help with fundraising events, building business support, and donor/sponsor engagement

## **Required Qualifications**

- Strong drive, initiative, and commitment; reliable, trustworthy, and responsive
- An outgoing, enthusiastic, people-oriented personality, with the ability to work independently
- Experience interacting with a diverse range of people from different backgrounds with cultural competency
- A genuine desire to reach out and engage the community surrounding Depave projects
- Excellent written, verbal, and interpersonal communication skills with a personal touch
- Ability to use Microsoft Office and Google docs, and to learn other computer skills as needed
- Demonstrated social media prowess
- Demonstrated experience leading volunteers and working in a team environment
- The ability to lift at least 40 pounds and perform manual labor, including frequent moving of tools and equipment and operation of power tools
- Understanding of Diversity, Equity, Inclusion, and Environmental Justice
- A valid driver's license

## **Highly Desired Additional Knowledge, Skills, or Experience**

- Some experience in landscaping, construction, or gardening
- Familiarity with Pacific Northwest plants, ecology, and watershed health
- Competency in a language other than English relevant to the Portland Metro area
- Experience with Environmental Justice work, and/or connections to Portland-area communities that lack access to greenspace
- Familiarity with website editing tools, databases, and/or graphic design software

## **Compensation, Duration, & Details**

- Weekly and seasonal work hours may flex slightly up or down from 40 hours per week.
- Regular weekend (Saturday) work is required. Approximately two evening meetings per month will also be required, and candidates must have daytime availability to schedule meetings with the Depave Program Director and project partners, as well as to assist in project work. Work schedule is otherwise flexible.
- Benefits include: \$400 monthly health stipend, \$80 monthly phone/computer/internet stipend to supply your own, limited mileage reimbursement, two weeks paid time off, and employer contribution to retirement savings.
- Depave does not have an office. This position requires the ability to work independently from home. If the candidate has their own computer, phone and internet service, our preference is to pay a stipend toward their cost. However, we can make other arrangements if that is a barrier.

## **Our Commitment to Equal Opportunity**

Depave believes that cultivating diversity contributes to the strength and resilience of our organization and the communities we partner with. Studies have shown that women, people of color, and persons from historically disadvantaged communities are less likely to apply for jobs unless they believe they meet every one of the qualifications described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

## **How to Apply**

Position open until filled; review will begin June 1st.

Send **one single pdf** document that includes your resume and a cover letter explaining how you meet the required and desired qualifications listed above to: [jobs@depave.org](mailto:jobs@depave.org) with the subject: "CEC Application – *Your Last Name*". Applications submitted in a format other than pdf will not be considered.