

Now Hiring: COMMUNITY OUTREACH ASSISTANT

Our United Villages (OUV) is a local, non-profit, community enhancement organization. OUV is rooted in the belief that every person can make a positive difference in their community. Our United Villages inspires people to value and discover existing resources to strengthen the social and environmental vitality of communities. Community Outreach envisions neighborhoods that recognize and build on the strengths, talents, and resources of each individual to create a healthier, more vibrant community.

We are seeking to fill a three- quarter time position to develop and support the work of Community Outreach. The person we choose for this position will enjoy working in a team-oriented environment; will be authentic and energetic in building positive relationships with diverse communities; and will be an innovative thinker with an open mind.

Job Purpose: To be a dedicated staff member, working collaboratively with co-workers to achieve department goals, in alignment with the vision and mission of Our United Villages. The Community Outreach Assistant works in collaboration to: develop consultation strategies, conduct strategic planning, facilitate project implementation, and create communication tools. The Community Outreach Assistant convenes, consults and is a catalyst for community building efforts.

Primary Responsibilities and Duties:

Outreach & Community Involvement

- Identify and develop strategies for increasing inclusive community involvement in Community Outreach activities.
- Collaborate in the development of outreach materials (brochure, newsletter, invitations).
- Research local efforts connected with social sustainability and grass-roots, community-based initiatives.
- Develop focused efforts to engage under-represented populations based on level of education, age, ethnicity, disability, sexuality, or language-spoken.
- Participate in tabling and networking opportunities.

Strategic Planning & Implementation

- Facilitate strategic planning sessions with Community Outreach team. Determine specific achievable priorities and develop capacity of community outreach work.
- Develop goals, approach, agenda, format, facilitation style, and interactive exercises for Community Outreach activities.
- Assist in the planning and implementation of dialogues, workshops, and special events.
- Reflect, analyze and provide constructive feedback on community outreach processes, efforts, and materials.

Consultation & Brainstorming

- Communicate with individuals and volunteer groups, non-profit organizations working to make a positive difference in community.
- Listen, brainstorm, provide feedback, and network to build capacity for ideas that benefit the community as a whole, in person, by phone or email; this includes taking notes.

Convening Community

- Co-facilitate events.
- Compile a written summary of responses for reporting back to participants.

Catalyst for Community Building

- Develop tools for sharing methods and models for community building.
- Create and maintain electronic and print versions of Community Building Tool Packets.
- Contribute content for Community Outreach web site and newsletter.
- Provide consultation and assistance to groups interested in Community Outreach tools and strategies. Take notes.
- Create and update PowerPoint slideshows and other formats for presentations.
- Respond to external inquires, interests, and questions; connect people to the appropriate person, group or resource, if needed.

Involvement in Internal Community Building, Special Projects & Committees

- Help maintain the “We Rock Wall” – asset map and photos of employees’ skills and interests.
- Assist with organization special projects/serve on committees as assigned (anniversary celebration, summer potluck, winter celebration).
- Facilitate voting, selection and installation of Inspirational Quote sign for public viewing.
- Submit monthly updates for the board report and internal newsletter.

Other

- Meet 1:1 with Community Outreach Manager twice a month
- Participate in weekly department meetings
- Support Manager and Office Coordinator in their positions as needed
- Carry out all other related duties as assigned

Qualifications, Skills and Expectations: Should meet the following criteria:

- High level of diplomacy
- Experience in public speaking and presentations
- Ability to work in a team-orientated work environment.
- Strong organizational skills
- Effective interpersonal communication skills, ability to interact positively with people from all backgrounds including racial, ethnic, religious, sexual orientation, social, and economic backgrounds
- Demonstrated experience in grassroots outreach and organizing
- Active listening and strong analytical skills
- Great writing skills – creative and clear communications
- Self-motivated – initiative to work independently with reliability
- Ability to work in a multi-task environment
- Creative and flexible approaches to problem-solving
- Commitment to foster positive relationships with co-workers and community at large
- Flexible schedule, including some evening hours and occasional weekends
- Strong, independent computer skills

Desired Attributes:

- Grace and humor under pressure
- Patience and flexibility
- Demonstrate genuine value and respect for all people
- Ability to sustain a positive attitude in challenging social settings
- Desire to perform selfless work in the communities’ interest

Physical requirements:

- Must be able to work outside to conduct face to face outreach, distribute fliers and other information in full range of Oregon weather
- Help set up tables, chairs, food, and all other related activities for OUV events

Education or Equivalent Hands on Experience

- Minimum three years of experience in community development or community planning, community service, community organizing, and/or other related field
- Demonstrated experience in initiating grass roots community based activities and/or initiatives
- Demonstrated experience in consensus building processes
- Demonstrated experience in strategic planning and project design

Desired

- Reside in inner North/Northeast Portland.
- Bi-lingual – Spanish and other languages
- Training and experience in conflict resolution.
- Familiar with the principles of Social Sustainability
- Familiar with the values of Appreciative Inquiry

For more information: www.ourunitedvillages.org.

Application process and deadline: Open until filled. Please send resume (double-sided if hard copy), cover letter (one page maximum) and salary history to: Attn: Community Outreach Assistant Position Opening, Our United Villages, 3625 N. Mississippi Avenue, Portland, OR 97227. Email: employment@ourunitedvillages.org.

Our United Villages is committed to workforce diversity.