



Position Announcement

Communications & Administration Coordinator

Position: Communications and Administration Coordinator

Reporting To: Executive Director

Compensation: \$20-25/hour, depending on experience and/or multilingual proficiency

Employment Classification: Hourly, Non-Exempt

Hours: 20 -25 hours per week (with possible growth to full-time in 2023)

Anticipated Start Date: Sept 1, 2022

Anticipated End Date: August 31, 2023

Location: Portland Metro Area, Oregon, USA

Office: We are a hybrid workplace, with both remote and in-office capacity. You can work where you feel most comfortable and competent.

Who we are:

The Street Trust is a non-profit organization that advocates for multimodal transportation options that prioritize safety, accessibility, equity, and climate justice in the Portland Metro Region and beyond. We envision a community where everyone has access to safe, healthy, and affordable transportation options in the neighborhoods where they live, work, learn, pray, and play. We want all residents to share equally in the prosperity created by investments in active transportation regardless of race, ethnicity, religion, ability, income, or socioeconomic status.

Who you are:

You are an experienced administrative professional who cares deeply about the residents of our region. You're determined, patient, collaborative, and flexible. You bring attention to detail and creative problem solving to your work, and are excited to provide a level of organization and logistical support that ensures success. You are committed to apply equity as both a process and an outcome, with an interest in disrupting systems that drive inequality - including racism, sexism and cissexism. You have a strong affinity with TST's Strategic Action Plan and feel equally comfortable working with spreadsheets and the public. You don't mind working on multiple tasks at once and are happy to pitch in where needed. Willingness to take on projects to maintain organization and structure.

Position summary:

As the Communications and Administration Coordinator, you will join a talented and dedicated team of professionals advancing The Street Trust's mission. You will work closely with the Executive Director completing communications and general administrative tasks and providing administrative support for the organization's day-to-day activities. Responsibilities will include scheduling, meeting coordination, general program and event logistics, responding to general inquiries from community members, sending emails, and monitoring TST's coworking HUB, among other administrative and operational functions.

Primary responsibilities:

- Organize meetings and gatherings — including scheduling, agenda development, tracking attendance, note-taking and communication with staff, board members, coalition partners, and others
- Write, curate, and publish monthly e-newsletter in collaboration with Executive Director (ED) and staff
- Write and disseminate press releases in collaboration with ED and colleagues
- Monitor and triage organizational email and social media accounts and respond to requests from the public as well as media
- Proofread and edit written materials from ED and staff, including emails, press releases, grant applications, blog posts, memos, minutes, reports, and presentations, etc.
- Support ED and finance team in timely completion of expense reports, invoices, contracts, and budget materials, etc.
- General management of TST membership coworking space HUB, including securing janitorial service, office supplies, room reservations and other member needs as required
- Support foundation and government grant compliance and reporting, including expense tracking; support Give!Guide and other end-of-year fundraising.
- Monitor communication tools and ensure necessary subscriptions, platforms, and other tools are working effectively and efficiently; research and procure technology as needed
- General administrative support for executive director and staff including keeping track of pending tasks & action items and setting reminders
- General board and member support, including retreats, elections, and awards

Job requirements:

- Ability to initiate and maintain accurate and detailed records
- Proactive get-it-done attitude with an eye for detail
- Collaborative teamwork with AMAZING communication and problem solving skills
- Confidence implementing or improving processes, and flexible within an ambiguous, ever-changing work environment
- Understanding how racism, sexism, and other forms of systemic injustice intersect with the work of nonprofits like The Street Trust.
- Strong project management and organizational skills

- Strong written and public communication skills, including crafting engaging emails and newsletters
- Demonstrated success working in diverse teams and contexts
- Fluent in English and able to proofread your own written communications for spelling and punctuation errors
- Experience using G-Suite cloud computing, productivity and collaboration tools, software and products
- Experience with Quickbooks, Excel, and online payroll platforms
- Other duties as assigned

Desired skills & experience:

- Fluency in multiple languages (Spanish preferred)
- Experience using social media including Facebook, Instagram, LinkedIn, and Twitter
- Experience capturing images and creating graphics using Canva or Photoshop
- Understanding of EveryAction (or similar unified CRM platform) for integrated digital communications, fundraising, and community organizing purposes
- Experience running Zoom meeting platform for video and audio conferencing, chat, and webinars
- Familiarity with Slack (team communications app)

Equity/EEO statement:

We envision a community where everyone, from all racial backgrounds, has access to safe, healthy, and affordable transportation options in their neighborhoods. We want all residents to share equally in the prosperity created by investments in active transportation regardless of race, income, and socio-economic status.

The Street Trust is an equal opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, marital status, national origin, disability, sexual orientation, veteran status, or other protected status in accordance with applicable federal and state equal employment opportunity laws. Candidates of color are strongly encouraged to apply. The Street Trust is committed to building a culturally diverse and inclusive environment. The organization is committed to racial equity across the organization: in our service to stakeholders, in our workforce composition and practices, and in our organizational culture. Applicants with disabilities may request accommodations to complete the application and selection process.

Application Procedures:

Submit a cover letter and resume in a single PDF format to [hiring@thestreettrust.org](mailto: hiring@thestreettrust.org). Please put “Communications & Administration Coordinator” in the subject line. Since we will be using your resume and cover letter to assess your qualifications for the position, you are strongly encouraged to make sure that your submitted materials demonstrate the job requirements listed above.