



Position Announcement

Education and Engagement Assistant

Reports to: Education Director

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

Employment Classification: Hourly, Non-Exempt

Hours: 20-25 hours per week

Anticipated Start Date: October 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

Benefits: Flexible hours, ten paid holidays annually, paid sick leave

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 a reliable, effective communicator and collaborator who cares deeply about the residents of our region. You have a strong affinity with TST's mission and are passionate about climate change, environmental justice, and/or public and active transportation. 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, cissexism, and poverty and want to get the public excited about systems change. You don't mind working on multiple tasks at once and are happy to pitch in where needed. You enjoy hosting events with diverse participants where everyone feels included. You feel as comfortable planning a block party in the streets as an educational seminar online. When you host the potluck, everyone who RSVPed shows up, all of the courses are represented, and you never run out of plates or cups.

Position summary:

As the Education and Engagement assistant, you will join a talented and dedicated team of professionals advancing The Street Trust's mission. You will work closely with the Education Director, Community Engagement Manager, and Policy Transformation Manager in developing and executing public facing events across a wide range of program areas funded by a variety of sources. We're looking for a creative self-starter who can innovate to maintain the relevance of public events and engagement in a hybrid world, where only about 1/3 of people who RSVP yes to a Facebook event show up and many participants seek both online and in-person alternatives... sometimes simultaneously! We need your help with our community education and engagement calendar including hosting group meetings and community conversations, helping administer training and education clinics, conducting outreach and otherwise promoting and engaging community members and groups in The Street Trust's activities and events. This position is part-time in the winter months, but could grow to full-time by spring or summer depending on the applicant and interest.

Primary responsibilities:

- Promote public awareness of and grow interest in The Street Trust programs and events in collaboration with the team
- Support regional Transportation Options programming including the Oregon Active Transportation Summit, WeBike, and other behavior change ("challenge") VMT-reduction programs.
- Support statewide education programs including Oregon Friendly Driver and other clinics, including recruiting participants and assisting with meeting scheduling, administration, and logistics.
- Procuring incentives and prizes and managing distribution of prizes to event attendees and program participants
- Supporting the Community Engagement Manager in recruiting, training, and supporting The Street Trust volunteers
- Coordinating hybrid events and logistics including online meeting registration and facilitation as well as in-person tabling with printed materials, incentives and supplies at The Street Trust events - sometimes with both online and in-person for the same event
- Program tracking and coordination with Grants & Impact Manager to evaluate our programs and engagement efforts, assisting with participant surveys, and developing recommendations for future improvements

- Working with staff and volunteers when possible to help create compelling social media and blog posts following events
- Attend bi-weekly staff meetings (via Zoom)
- Engage with staff and boards in online workspaces for remote work
- Maintain a detailed and accurate timesheet on a monthly basis

Job requirements:

- An understanding of how racism, sexism, and other forms of systemic injustice intersect with the work of nonprofits like The Street Trust. In particular, candidates must understand how a commitment to diversity, equity, and inclusion should inform an organization's programs, events, and public engagement
- Background demonstrating capabilities in storytelling, community organizing, political action, transportation advocacy, and motivating people to take action, especially youth
- Must be motivated, self-directed, and able to maintain a regular but flexible work schedule as this is primarily a remote working position with many weekends and evenings required
- Past work or substantial volunteer experience indicative of customer service skills and the ability to participate in the planning and execution of programs or events
- Demonstrated success working in diverse virtual teams and hosting community events online
- Fluent in English and able to proofread your own written communications for spelling and punctuation errors
- Outgoing personality, comfortable with public speaking, and with an ability to engage people of all ages from all walks of life in biking, walking, and public transit efforts
- Ability to plan and support executions of walks, rides, and study tours
- Strong project management and organizational skills
- Other duties as assigned

Desired skills & experience:

- Fluency in multiple languages
- Experience using G-Suite cloud computing, productivity and collaboration tools, software and products
- Experience using social media including Facebook, Instagram, LinkedIn, and Twitter
- Experience capturing images and creating graphics using Canva or Photoshop
- Experience crafting engaging emails and newsletters
- Understanding of EveryAction (or similar unified CRM platform) for integrated digital communications, fundraising, and community organizing purposes
- Experience facilitating a smooth running Zoom meeting platform for video and audio conferencing, chat, and webinars

- Ability to prepare and deliver presentations and workshops to groups of 10-100 people
- Strong written and public communication skills, including photography and social media

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 Procedure:

Submit a cover letter and resume in a single PDF format to hire@thestreettrust.org. Please put "Education and Engagement Assistant" 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. Feel free to get creative and don't hesitate to apply if you think you can do the job well!