THE STREET TRUST

Position Announcement
Programs and Events Assistant

Position: Programs and Events Assistant
Reporting To: Program and Events Director
Compensation: $15/hour
Employment Classification: Full-Time, Seasonal, Hourly, Non-Exempt
Hours: 30-40 hours per week
Anticipated Start Date: January 15, 2019
Anticipated End Date: June 14, 2019
Location: Portland, OR

Who We Are:
The Street Trust is a non profit-organization working to promote bicycling, walking and public transit. We envision a community where everyone, from all racial backgrounds, 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, income, or socioeconomic status.

Position Summary:
The Program Assistant assists our Program and Events Director with the planning and execution of three events: Live the Revolution, The Oregon Active Transportation Summit, and The Bike More Challenge. Some of the position's **primary responsibilities include**:
- Coordination of event logistics, materials, and supplies
- Procurement of prizes and manage their distribution to event attendees and program participants
- Recruit, train, and serve as main contact for volunteers
- Assist in post-event debriefs, participation surveys, and development of recommendations for future.
- Serve as the main point of contact for event and program participants
- Coordination and execution of pop-up bike commuter stations, group bike rides, and bike safety "commute clinics" at businesses around Portland metro area to groups from 10 - 100 people.

Job Requirements (Please do not apply if you do not meet these 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 and events planning.
- Excellent verbal and written communication skills
- Outgoing personality, and ability to engage people in biking, walking, and public transit
- Ability to prepare and deliver presentations and workshops to groups of 10-100 people
- Ability to work with people of all ages from all walks of life
- Ability to plan and lead bike rides.
- Ability to work well with a diverse team, and to stay on track, organized, and motivated with a personal work plan
- 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.

Desired Skills & Experience (Not required):
- Fluency in multiple languages
- Experience with Salesforce or other customer relationship management databases.

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 accommodation to complete the application and selection process.

Application Procedures:

Submit a cover letter and resume **in PDF format** to hiring@thestreettrust.org. **Since our hiring team will be using your resume and cover letter to determine whether you are qualified for the position, you are strongly encouraged to make sure that your submitted materials show that you satisfy the job requirements listed above**. Please put "Program Assistant" in the subject line.