



## **Position Announcement**

### **Community Engagement Assistant**

---

**Position:** Community Engagement Assistant  
**Reporting To:** Community Engagement Manager  
**Compensation:** \$20/hour  
**Employment Classification:** Seasonal, Hourly, Non-Exempt  
**Hours:** 20-30 hours per week  
**Anticipated Start Date:** April 1, 2022  
**Anticipated End Date:** Sept 30, 2022  
**Location:** Portland Metro Area, Oregon, USA

#### **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. 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.

#### **Position summary:**

The Community Engagement Assistant will focus on two primary work areas: 1) Supporting the Community Engagement Manager in executing the organization's programs and events (60-75% of the time) and 2) supporting the The Street Trust staff in developing, increasing, and sustaining grassroots community capacity to realize substantial gains in transportation justice (40-25% of the time). Given the current global COVID-19 pandemic, this person will need to remain flexible, staying abreast of and implementing their duties in alignment with up-to-date COVID-19 protocols as issued by The State of Oregon and Multnomah County. We're looking for a creative self-starter who can innovate to maintain the relevance of public events and engagement in a highly dynamic context. The successful applicant will have the opportunity to influence how the position evolves and to impact whether or not this becomes a permanent position at The Street Trust in the future.

**The position's primary responsibilities include:**

- Supporting the Community Engagement Manager in executing our Regional Transportation Options programming including the Oregon Active Transportation Summit, WeBike, and other behavior change (“challenge”) VMT-reduction programs while ensuring COVID-19 safety and transitions. This includes hosting group meetings and community conversations, administering training and education clinics, conducting outreach and otherwise promoting and engaging community members and groups, including youth, in The Street Trust activities and events
- Supporting The Street Trust staff in delivering engaging content across social media, e-mail, and other communications channels as needed, including the WeBike social media, especially as it pertains to ensuring robust participation and meaningful engagement of diverse people and communities in The Street Trust events
- 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

**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 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
- Strong project management and organizational skills
- Strong written and public communication skills, including photography and social media
- 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 lead rides (COVID-19 protocols permitting)
- 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

**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 [hire@thestreettrust.org](mailto:hire@thestreettrust.org). Please put “Community Engagement Assistant” in the subject line.** 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.