



## **Position Announcement**

### **Outreach and Events Assistant**

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**Reports to:** Community Engagement Manager

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

**Employment Classification:** Hourly, Non-Exempt

**Hours:** 20 hours per week

**Anticipated Start Date:** February 1, 2023

**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 organized event host 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 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 Outreach and Events assistant, you will join a talented and dedicated team of professionals advancing The Street Trust's mission. You will work closely with the Community Engagement Manager and the Planning & Programs Manager in developing and executing public facing events across a variety of program areas. We're looking for a caring, thoughtful individual who can efficiently, effectively connect with people from diverse backgrounds to better understand their needs and desires for our transportation and elevate their voices to decision-makers.

This role is critical for educating historically underserved community members about upcoming efforts, campaigns, and community events including hosting group meetings, facilitating community conversations, conducting outreach and otherwise promoting and engaging community members and groups in The Street Trust's activities and events. This position is part-time and limited term, with room for growth 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 the Community Engagement Manager with regional programming including the Oregon Active Transportation Summit, WeBike, and other behavior change ("challenge") VMT-reduction programs.
- Support the Planning and Programs Manager with regional planning efforts around the 2023 Regional Transportation Plan update, including the #OurStreets community mobilization campaign.
- Support community listening sessions to gain insight from a range of community members and groups most affected by transportation decision-making, particularly communities of color, low-income communities, and people with disabilities. This involves recruiting participants and assisting with event scheduling, administration, logistics, and note-taking.
- Coordinating in-person and hybrid events and logistics including online meeting registration and facilitation
- Staff in-person events by tabling with printed materials, incentives and supplies
- Assist with recruitment of event attendees including answering questions, and obtaining sign-ups, and calling or texting attendees to remind them of the event date, time, logistics

- Lead set-up, tear-down, and clean-up operations of community 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 community organizing, political action, and issue advocacy
- Meeting facilitation skills adequate to host community conversations about transportation priorities, needs, and desires, including note taking
- Must be reliable, well-organized, self-directed
- Ability 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
- 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 group walks, bike and/or transit rides, and study tours
- Strong project management and organizational skills
- Willingness to abide by COVID-19-related protocols put in place by The Street Trust or its partners. These could include, among others, wearing face coverings or respiratory protection, social distancing with participants and/or getting vaccinated
- 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 facilitating and documenting focus groups
- 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](mailto:hire@thestreettrust.org). Please put "Outreach and Events 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!