

Clackamas Service Center Job Posting

Position Title: Program & Development Coordinator

Reports to: Executive Director

Classification: Full Time, 40h/wk

Location: 8800 SE 80th Ave, Portland OR 97206 and/or 14863 SE 82nd Dr, Clackamas, OR 97015

Compensation: \$22.00/hr, health insurance benefits paid at 50% beginning at 3rd month of employment

This position opened on May 23, 2022, and will remain open until filled.

CSC requires employees to be fully up to date on COVID-19 vaccines. Proof of vaccine status will be required before an employee may begin work.

About CSC:

Clackamas Service Center (CSC) is an inclusive community center for individuals and families seeking food relief and resources for improved health, dignity, and stability. We are based in Clackamas County, and serve community members within the county and the surrounding area. Visit our website for more information: cscoregon.org

General Description:

This is a dynamic position in a small, rapidly growing nonprofit. We are looking for someone who can communicate with unhoused community members with confidence and compassion, and support administrative functioning of the organization, including fundraising and development tasks and light donor stewardship. This position will require the use of many different databases, but the ideal candidate is not required to have prior experience with them. We will provide the necessary training.

Responsibilities:

Program work, approx 20h/wk

- Assist Day Services Manager in operating and overseeing volunteers during lunch, showers, clothing, groceries, mail, and other services for unhoused community members
- Complete data entry on Link2Feed database
- Undergo training to use the HMIS database, and assist community members in updating their database entry
- Cross-train with Day Services Manager to be able to run services in their absence, and with volunteers to occasionally cover for their roles
- Communicate with members by phone, including checking voicemail messages, answering questions, and walking members through grocery delivery sign-up
- Share community resource information with members
- Oversee and train clothing room volunteers

Development and Administrative work, approx 20h/wk

- Update fundraising CRM (Bloomerang) as new donations arrive, produce receipts and work alongside Executive Director/Development Director to determine upcoming donor engagement tasks
- Prepare bank deposits
- Manage bill payments
- Format and send emails using MailChimp
- Communicate with donors by phone, email, and in-person
- Post to our website using Wordpress/Google Calendar
- Support communications, including by writing/posting to social media, creating graphics, etc.
- Other duties as assigned

Required qualifications:

- Ability to interact with people from a variety of backgrounds, including unhoused community members, volunteers, and donors, treating them with authenticity, respect, and making them feel “at home”
- Strong interpersonal skills, including the ability to work collaboratively in a high-intensity environment
- Commitment to Equity and Inclusion
- Committed to detailed record-keeping and timely data entry for administrative and development tasks
- Ability to manage and maintain confidential and sensitive information
- Willingness to support other staff by cross-training and covering other tasks when needed
- Ability to make phone calls and operate a computer competently, including managing data entry for several databases including HMIS, Link2Feed, Bloomerang, and more
- Knowledge of Microsoft Suite (including experience with basic Excel) and Google Docs
- Demonstrated ability to comfortably work with marginalized people

Optional but helpful qualifications:

- Experience with fundraising, especially data stewardship, experience with donor databases (ours is Bloomerang)
- Experience working with hunger or homelessness-related organizations, social services, and/or SNAP benefits
- Knowledge of social services available in Multnomah and Clackamas County
- Knowledge of de-escalation
- Proficient in spoken and/or written Spanish, Russian, Ukrainian, Vietnamese, or Mandarin

Work environment:

This position is full-time (40 hours/week), typically 9-5, with rare evening and weekend events. Work is normally performed at one of our two main locations as deemed necessary, while some tasks may be appropriate for work-from-home one day a week (likely Fridays). Position requires ability to sit for long periods and use of computer, telephone, copier, fax machine, and may require accessing locations by use of stairs. Some tasks require the ability to lift at least 20lbs.

Application requirements:

Please send a resume and cover letter (1 page max) addressed to Krista Harper at info@cscoregon.org with the subject line [LastName Program and Development Coordinator Job Application]. The cover letter should include why you are interested in working at CSC, and how your skills and experience have prepared you for this position.

Women, people of color, and LGBTQ+ individuals are strongly encouraged to apply. We value lived experience, and invite people who have experienced food insecurity, homelessness, or other stigmatized situations to bring their unique skills and knowledge to our team.