

Partners in Diversity

POSITION: Program Coordinator
DEPARTMENT: Partners in Diversity
REPORTS TO: Executive Director, Partners in Diversity
CLASSIFICATION: Exempt, Full-time

ABOUT

Formed in 2005 to support employers in Oregon and southwest Washington, Partners in Diversity is an affiliate of Portland Business Alliance's Charitable Institute, a 501(c)(3) organization. Partners in Diversity aims to create a competitive advantage for the region by attracting, retaining and developing diversity influencers and professionals of color. We are a well-respected organization collaborating with over 300+ member employers that pledge to cultivate inclusive work environments and diversify their staff. Together, we hope to achieve a thriving, diverse and welcoming community in which *all* people can work and live.

SUMMARY

The Partners in Diversity Program Coordinator is directly responsible for the coordination and evaluation of assigned programmatic activities. The program coordinator will also work closely and take direction from the director of programs and communications to provide high quality customer service to 300+ member organizations and community partners.

ESSENTIAL FUNCTIONS

Program Coordination

- Manage the logistics coordination of assigned programming for member organizations and community. This includes, but not limited to, venue requirements and catering coordination for in-person programs, reserving Zoom or other digital platforms, registration, volunteer management, post-event surveys, post-event emails, and back-end administration.
- Attend all Partners in Diversity programs and events. This may include early mornings or evenings.
- Manage YouTube channel with program recordings and ensure captioning and written transcriptions are accurate.
- Produce external communications related to programs. This includes monthly newsletters, social media postings and website content updates with oversight by the director of programs and communications.
- Provide monthly reports on programs, including number of attendees, survey results, etc., for staff and Leadership Council.
- Write content and update website, social media and newsletters.
- Oversee creation, implementation and sustainability of new Resource Group program.
- Support the program committee and its volunteers to develop and implement programs and improvements.
- Create or update documents and graphics using software such as InDesign and Photoshop.

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Member and Community Support

- Cultivate and maintain relationships with 300+ member organizations. This includes providing support to members and community partners.
- Work closely with the executive director and the director of programs and communications to gather feedback from diversity, equity and inclusion influencers to continuously improve the design and delivery of programs and initiatives.
- Represent Partners in Diversity at all programs, in person and online,
- Other duties and projects as assigned by the director of programs and communications or executive director.

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience in diversity, equity, and inclusion work within the workplace or organization.
- Cultural competency and ability to work with diverse communities and industry representatives.
- Experience in providing answers or solutions to questions or feedback from members or community partners.
- Able to write clear content for social media, website, newsletter, program marketing materials, etc.
- Detailed oriented.
- Basic administrative skills such as mail merge, answering phones, etc.
- Working knowledge in standard office software, including Outlook, Publisher, PowerPoint, Excel and Word.
- Working knowledge in InDesign and Photoshop, and common social media platforms.
- Experience with databases.

SUPERVISORY RESPONSIBILITIES

None

WORKING CONDITIONS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Due to the COVID-19 pandemic, staff are required to work from home. Laptop and office supplies will be provided.
- Work is normally performed in a typical interior/office work environment.
- No or limited exposure to physical risk.
- The employee may be required to push, pull, lift, and/or carry up to 20 pounds. Occasionally that requirement may be higher.
- Must have a valid driver's license and auto insurance, as well as access to a personal vehicle to transport event equipment
- The noise level in the work environment is usually quiet and, at all times, is within safe OSHA decibel constraints.

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MINIMUM QUALIFICATIONS

- Two or more years of progressive experience in events planning.
- Experience working with and supporting communities of color.
- Must have a valid driver's license and auto insurance, as well as access to a personal vehicle to transport event equipment.

Salary Range: \$48,000 - \$55,000

Partners in Diversity an affiliate of Portland Business Alliance Charitable Institute is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law

Submit cover letter and resume to Nnenna Lewis at careers@portlandalliance.com.