

## **Bilingual Outreach and Events Assistant**

Mid March 2018- September 2018

14 hours/week March - April

20 hours/week May - September

### **The Organization:**

The Columbia Slough Watershed Council is a community based 501(c) (3) non-profit located in northeast Portland. Made up of a diverse group of neighbors, property owners, businesses, environmental groups, recreation advocates, and government agencies, our mission is "To protect and enhance the Columbia Slough and its watershed through community engagement, education, and restoration." For the past thirteen years, the Council has offered environmental education activities, workshops, paddling events, and restoration opportunities to the diverse populations of Portland, Gresham, and Fairview. The outreach program is designed to inform residents and businesses of the Columbia Slough Watershed about the work of the Council and how they can get involved.

**Location:** Whitaker Ponds Nature Park, 7040 NE 47<sup>th</sup> Avenue, Portland, OR 97218 and other sites within the Columbia Slough Watershed. See [www.columbiaslough.org](http://www.columbiaslough.org) for information about the Council.

### **Position Description:**

The ***Bilingual Outreach and Events Assistant*** will primarily assist with the planning, recruitment and implementation of spring and summer outreach events and festivals, including *Explorando el Columbia Slough*, *Regatta* and *Aquifer Adventure*. Anticipated attendance at these events varies from 30 to 500 people. The assistant must be able to communicate competently in Spanish. Bi-cultural skills are strongly preferred, especially with regards to *Explorando*: a Latinx community-led festival. Secondly this position will assist with outreach and tabling events within the Columbia Slough Watershed. This temporary employee will also support additional aspects of our outreach programming including: representing the Council at off-site community events, informal Spanish translation, outreach materials creation and distribution, event set-up/breakdown, gear maintenance/organization, canoeing and canoe safety talks.

### **Duties and Responsibilities:**

- **Event Coordination (80% of time):** Assist with event promotion with guidance from the Outreach Director. Outreach methods include online and in person event promotion. Aid in development, design and delivery of outreach materials. Assist with planning logistics, fundraising and programmatic elements of our summer events. Assist with drafting social media, newsletter and website communications. Represent the Council at community outreach events. For paddle events - assistant will be fully engaged with pre-event logistics, register participants, inventory and prepare gear, deliver safety talks, assist with event set-up/tear down and act as a guide on the water.
  - **Volunteer Coordination:** Assist the Volunteer Coordinator with volunteer recruitment, organization, training and management, with assistance from the Outreach Director.
- **Maintenance (10% of time):** Perform routine maintenance on canoe/kayak equipment, office maintenance.
- **Administrative (10 % of time):** timesheets, recording expenses, printing & packet compilation etc.

### **Learning and Benefits:**

This position provides experience in event planning, multicultural communications, community outreach, non-profit operations and canoeing. The assistant will gain familiarity with the workings of a

successful watershed council and small non-profit. Through this position, the assistant will help create positive changes in the greater Portland metro area while expanding their own skill set and working with our non-profit, private and governmental partners.

**Hours:**

- Approximately 14 hours/week from mid-March through April, 20 hours/week May - September
- Work schedule is flexible, especially for academic commitments
- Prefer availability on Wednesdays, Thursdays and/or Fridays
- Required weekend/evening work dates include: 3/24, 4/19, 4/22, 4/28, 5/3, 5/11, 5/27, 5/28, 6/9, 6/30, 7/27, 8/5, 8/24, 8/30, 9/15, 9/27
- Preferred weekend/evening work dates include: 3/27, 4 /5, 6/16, 7/21

**Required Qualifications, Skills:**

- Ability to communicate in Spanish and English, and to provide written and live oral translations
- Strong organizational skills
- Strong communication and people skills: ability to speak publically, and to represent the council at public events
- Leadership skills, attention to detail and ability to work independently
- Ability to track and manage complicated project logistics
- Cultural agility
- Basic computer skills, including Microsoft Office programs
- Knowledge and interest in equity diversity and inclusion practice
- Able to work well with people of diverse ages and backgrounds
- Able to take direction and initiative - strong team player
- Able to lift 30 lbs overhead and walk on uneven ground
- High school diploma or GED
- Transferable skills, lived experience that contribute to this position

**Preferred Qualifications: (These qualifications will strengthen your application, but we encourage you to apply even if you do not have them all)**

- Bicultural background
- Prior canoeing/kayaking experience
- Ability to communicate in another non-English language that is spoken in the watershed
- Experience leading canoeing/kayaking programs
- Background in field-based science education
- Knowledge and/or interest in local flora, fauna and water quality issues
- Experience organizing and implementing small and large community events
- Proficiency in Adobe InDesign, Photoshop and/or Publisher
- Basic website coding
- Bachelor's degree in science, education, natural resources or related field
- Certified in CPR and Basic First Aid
- Connection to Cully neighborhood
- Valid driver's license and ability to drive manual transmission ("stick shift")

**Supervision:**

The assistant will work under the guidance and supervision of the Outreach Director with additional support from the Volunteer Coordinator. Occasional direction and support may be given by the Executive Director and other Council staff.

**Compensation:** The assistant will receive \$15 per hour. PTO accumulated one hour/30 hours worked.

**Work Environment:** 35% field and 65% in office

**Safety and Capacity Considerations:** This position involves working in an outdoor setting, in varied weather conditions, often canoeing or kayaking, cycling, and/or walking and hiking on trails and ground of varied terrain.

**To Apply:** Submit by 11:59 PM on Sunday March 4th:

- One page cover letter: include personal reasons for your interest, explanation of any qualifications not reflected in resume
- Resume: include dates of employment, job title/duties, other ways you have acquired skills, transferable skills or lived experience that are not related to employment
- Contact information for three reference

*Email:* [susanne.raymond@columbiaslough.org](mailto:susanne.raymond@columbiaslough.org)

*Mail:* Outreach Director  
Columbia Slough Watershed Council  
7040 NE 47<sup>th</sup> Ave  
Portland, OR 97218

**Questions?** Contact Susanne Raymond at 503-281-1132 or [susanne.raymond@columbiaslough.org](mailto:susanne.raymond@columbiaslough.org)

**\*Work Environment**

This position includes moving on uneven terrain, often during inclement weather. The Events Assistant is often responsible for a portion of event setup which includes lifting 30-50lbs, setting up tents, table and chairs. The person in this position often paddles in canoes or kayaks to access sites or give tours. Around 30-40% of this job requires mobility in non-ADA accessible spaces and moving heavy objects. Please contact the Council with specific questions about accessibility and special accommodation.

*The Columbia Slough Watershed Council is an equal opportunity employer. We will not discriminate and will take measures to prevent discrimination against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, marital status, sexual orientation, gender identity or gender expression.*