



Bureau of Planning and Sustainability

Innovation. Collaboration. Practical Solutions.

## Sustainability Outreach Coordinator

(Community Outreach and Information Representative)

*Temporary Appointment, November 1, 2012 - June 30, 2013*

The Bureau of Planning and Sustainability (BPS) seeks an experienced professional to design, implement and evaluate city-wide public involvement programs that engage and empower a diverse range of residents in actions related to sustainability and climate change. Engagement strategies include campaigns, events, grass roots outreach and community organizing. The position will use a wide range of tools such as information tables, collateral development, presentations, advisory committees, small grants programs, workshops and partnership development.

This position is responsible for leading four sets of activities for BPS: First, the position acts as residential outreach coordinator designed to inspire actions and practices that increase sustainable lifestyle, climate mitigation and adaptation. Duties include: researching and applying relevant behavior change theory and community organizing relationship-building strategies that empower residents to take action; researching and applying target audiences for sustainability and climate programs; participating in development of messages, materials and media strategies; Developing and implementing campaign, event, and/or project plans which include purpose, outcomes and timelines. identifying and partnering with current community resources and organizations .

Secondly the position designs, implements and evaluates three Fix-It Fairs. Specific activities include planning and executing site logistics, managing marketing to targeted audience (web, media, mailings, email, etc.), building partnerships with public-sector and community organizations, preparing and implementing contracts, securing sponsorship, administering budget, coordinating and providing work direction to an event assistant, and recruiting and managing volunteers.

The Outreach Coordinator also assists in coordinating logistics of BPS's sustainability events and BPS's presence at other organizations' sustainability related events. Activities include facilities and services contract management, marketing and targeted audience outreach, event flow, volunteer management and budget administration.

Finally, the position leads the coordination of a cross-bureau Your Sustainable City community engagement collaborative effort. Activities include identifying City partners that offer sustainability programs and coordinating with City bureaus to schedule and staff an information table and maintaining and distributing inventory of bureau outreach materials such as brochures and displays.

The position will include working some evenings and weekends and perform duties at events that include long term standing and regular lifting and loading of materials that weigh up to 50 pounds.



City of Portland, Oregon | Bureau of Planning and Sustainability | [www.portlandonline.com/bps](http://www.portlandonline.com/bps)

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## Qualifications

1. Knowledge and experience of diverse public outreach methods and techniques particularly related to behavior change including events, press, marketing, public speaking, curriculum and training development, staffing information tables interactive workshop and presentation design.
2. Strong skill and experience in large and small scale events logistics including planning, outreach, procurement, connecting mission with process, ensuring event is culturally appropriate and accessible to audience and evaluation.
3. Strong skill in partnership building, establishing positive and trusting working relationships with co-workers, community partners, sponsors and individual diverse residents.
4. Excellent oral and written communication skills including speaking in front of groups, facilitating meetings, and writing styles appropriate in delivering technical information to a non-technical audience and developing audience appropriate messages.
5. A depth of understanding of how to assess community needs in order to develop a communication strategy that draws connections to relevant information and resources.
6. Knowledge in basic energy and natural resources conservation techniques particularly related to sustainability and climate change and services offered by BPS and our partner agencies.
7. Knowledge of project planning and implementation, including workplan development, tracking and evaluation.
8. Ability to organize own work and carry out assignments reliably, independently and with appropriate attention to detail, while managing multiple and changing priorities and deadlines.
9. Valid state driver's license.

## Compensation and Duration

This recruitment is for a full-time, temporary appointment as a Community Outreach and Involvement Representative. Because it is a temporary appointment, if the successful applicant is a current City employee, he or she will not give up his or her status in a current position. BPS intends to seek funding to continue the position in the future. The salary range for this position is based on an hourly rate of \$26.31 to \$35.06. The position is eligible for benefits; details on the City's benefits can be viewed at [www.portlandonline.com/omf/index.cfm?c=27825&a=398636](http://www.portlandonline.com/omf/index.cfm?c=27825&a=398636).

## Physical and Mental Demands

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis.

## Application Process

To apply, submit a résumé of no more than two pages together with a cover letter to [Chris.Dornan@portlandoregon.gov](mailto:Chris.Dornan@portlandoregon.gov) no later than 4:30 PM on Thursday, November 1, 2012. Submission by e-mail is encouraged, but applications may also be mailed to:

Chris Dornan  
City of Portland Bureau of Planning and Sustainability  
1900 SW 4<sup>th</sup> Ave., Suite 7100  
Portland, OR 97201

The City of Portland is an equal opportunity employer. Diversity is a core value of both BPS and the City of Portland as a whole, and minorities, women, and individuals with disabilities are encouraged to apply.