



CITY OF

PORTLAND, OREGON

OFFICE OF NEIGHBORHOOD INVOLVEMENT

AMANDA FRITZ, COMMISSIONER
Amalia Alarcón de Morris, Bureau Director
1221 SW 4th Avenue, Room 110
Portland, Oregon 97204

Enhancing the quality of Portland's Neighborhoods through community participation

VOLUNTEER FACILITATOR POSITION

**Gain experience working with diverse stakeholders
Develop new skills and boost your resume**

Volunteer opportunity with The City of Portland
Office of Neighborhood Involvement

The Office of Neighborhood Involvement seeks to build a volunteer facilitation team to guide its community budget committee through the FY 2010-2011 budget process. This is likely to be a year of challenging budget cuts affecting the whole group and we have a history of making decisions by consensus. We are looking for individuals who have an interest in participatory democracy and experience with facilitating large (40 – 60 participants), multicultural groups, and using consensus seeking processes. The work of the committee will start towards the end of November, 2009 and end at the start of February 2010. It is expected that volunteers that are selected will be working about 40 – 60 hours over the course of that 3 month period.

Volunteer facilitators selected will also be working closely with Joe Hertzberg, who will be the lead facilitator. Joe is a professional management consultant who has extensive experience working with City government on a variety of issues including budget, visioning, strategic planning and labor/management issues. Joe, also a volunteer for this process, will be providing support, mentoring and training for the facilitation team selected.

We recognize the difficulty of finding all the desired criteria in one applicant, and are not expecting to do so. Preference will be given to applicants who have facilitation experience plus some experience in one or more of the following:

- Working with large groups composed of both fixed and drop-in members;
- Facilitating the work of activists who are knowledgeable, savvy, have strong personalities and opinions;
- Working with very diverse groups where sometimes more than one language is spoken;
- Guiding a group of people with differing interests and agendas towards a common goal;
- Building consensus;
- Standing their ground (strong and assertive) and helping all members of the group to stand their ground as well;
- Managing conflict in a group setting;
- Understanding and utilizing different adult learning techniques when developing the process;

- Being flexible, taking feedback sometimes during a meeting, and sometimes from meeting to meeting and making changes to the process and facilitation style if needed;
- Gaining group trust, understanding power differentials; dynamics of race/ethnicity;
- Team-building skills;
- Facilitating creative problem-solving, so that difficult budget decisions are made thoughtfully

Depending on level of interest, we will be selecting up to six individuals to form part of the team. Individuals selected will work closely with lead facilitator, Joe Hertzberg, ONI staff, including Judith Mowry, Effective Engagement Solutions facilitator for the City, and budget steering committee members to develop the agenda and process from meeting to meeting. Members of the team sometimes will facilitate and sometimes will be in an observer role, to gauge the needs of the committee as the process is unfolding. Once the process is done, ONI Commissioner-in-charge, Amanda Fritz would provide internship opportunities and/or letters of recommendation for interested members of the facilitation team who complete the process.

Please submit to ONI a current resume and a cover letter indicating:

- Why you're interested in this,
- Which of the listed criteria fit your skills and experience,
- What qualities you would bring to the team; and,
- Your availability to attend the meetings listed below, plus possible supplemental planning meetings throughout the same time period.

Due to the short timeline, interested parties are encouraged to submit their letter of interest ASAP, and no later than November 20, 2007.

For more information, please contact:

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Scheduled ONI Budget Committee meetings (5:30 – 8:30 or 9:00 PM):

Nov 9, 2009

Nov. 16, 2009

Nov. 30, 2009

Dec. XX, 2009 (additional December meeting date to be determined)

Dec. 14, 2009

Jan 11, 2010

Jan. XX, 2010 (additional January meeting date to be determined)

Scheduled ONI Budget Steering Committee meetings (1.5 – 2 hour meetings, during the day, usually the week prior to BAC meetings)

Final budget due: Feb 8, 2010