



## Job Announcement: Comunidades Communications and Program Coordinator

### Organizational Overview:

Comunidades's mission is to amplify voices for environmental and social justice while increasing Latino/a/x engagement and leadership in Columbia River Gorge communities.

Comunidades was created in 2018 by Latino/a/x parents, activists, educators, and other residents of the Gorge to address a need for a Latino/a/x-led environmental and social justice organization. Comunidades's core programs include:

- Campaigns for Social and Environmental Justice: Comunidades works to advance social and environmental justice causes in the Columbia River Gorge in Washington and Oregon. Campaign issues include: the impact of pesticides on public health and the environment, affordable housing, toxic pollution in water and fish, climate change, and other issues of environmental injustice and community inequality.
- Civic Leadership and Educational Trainings: Comunidades provides leadership development and public participation in trainings tailored to Latino/a/x communities.
- Youth Mentorship: Comunidades provides mentor opportunities that develop skills and knowledge about community organizing and social and environmental justice issues.

The project's fiscal sponsor, Columbia Riverkeeper, works to protect clean water and our climate from high-impact industrial pollution, including coal, oil, and fracked gas terminals, and organizes communities for clean water.

**Location:** Hood River or Portland, OR. \* *Comunidades has office space in Hood River and Portland. Comunidades will consider remote work if applicants are available to work in the Columbia River Gorge periodically. Work is temporarily remote due to the pandemic, with the option to work from the office if preferred.*

**Job Type:** Full-time employee; Exempt. Start date flexible.

**Job Purpose:** This position will advance, manage, and help develop Comunidades's programs. The position is approximately 80% program and communications work and 20% development.

**Position Description:** The Communications and Program Coordinator works closely with Columbia Riverkeeper's senior organizer and Comunidades's advisory board and volunteers to develop and implement strategic campaigns to engage Latino/a/x communities in the Columbia River Gorge in social and environmental justice issues. Specific duties include:

- Develop and Implement Strategic Plans: The Communications and Program Coordinator works with Comunidades's advisory board and volunteers to develop and implement strategic plans to achieve Comunidades' campaign objectives.
- Build Grassroots Power: The Communications and Program Coordinator engages Columbia River Gorge Latino/a/x communities in social and environmental justice issues. This includes: building and maintaining grassroots volunteer infrastructure; recruiting new activists through social media, phone-banking, and attending events; and training and developing activist leaders.
- Communicate to Members and Public: The Communications and Program Coordinator communicates Comunidades's campaign work to the public by using web-based organizing tools. This includes drafting social media content, emails, posters, fact sheets, website posts, press releases, and other communications.
- Communicate to the Media: The Communications and Program Coordinator serves as an ambassador for Comunidades in the media.
- Coordinate with Staff at Other Nonprofits: The Communications and Program Coordinator maintains regular communications with staff at other nonprofits on campaign matters and emerging issues.

- **Supervise:** The Communications and Program Coordinator hires and oversees contractors and periodically supervises interns and volunteers. In the future, this position may supervise other employees.
- **Manage Budgets:** The Communications and Program Coordinator develops and oversees implementation of project budgets.
- **Development:** The Communications and Program Coordinator fundraises, including applying for and reporting on grants for Comunidades.
- Other program, communications, and development support duties as needed.

**Desired experience and qualifications:**

- Two years or more experience as a communications professional, community organizer, campaigner, paid activist, or other similar experience.
- Communications experience (drafting content for social media, web, and press releases).
- Strong organizational skills and ability to manage multiple projects and meet deadlines.
- Demonstrated interest and knowledge about building power in Latino/a/x communities, social justice advocacy, and environmental justice.
- Understanding of and commitment to advancing equity, diversity, and inclusion. An interest in learning about, or lived experience understanding, Latino/a/x communities in the Pacific Northwest.
- Bilingual (speaking and writing Spanish and English).
- Experience developing campaign, project, or communications plans.
- Proven ability to work independently and in a team environment.
- Driver's license.

**Preferred experience (not required):**

- Experience with Google Products (Google Documents, Sheets, and Calendar).
- Experience fundraising or managing budgets.
- Experience supervising contractors, staff, or interns.

**Supervision:** The Communications and Program Coordinator reports to Comunidades co-founder, and Columbia Riverkeeper Senior Organizer, Ubaldo Hernández.

**To apply:** Email a resume to [info@comunidades.org](mailto:info@comunidades.org) with the subject line “Comunidades Communications and Program Coordinator Job.” If possible, please combine the cover letter, resume, references, and writing sample into a single PDF attachment titled “Last Name. First Name Comunidades.”

**Start Date and Schedule:** This is a full-time position for 40 hours/week. The work schedule is flexible and requires some weekend and evening work.

**Salary & Benefits:** \$45,000 to \$52,000 per year, depending on experience. Benefits include full health and dental insurance, a generous vacation and sick leave package, paid holidays and personal days, matching 401(k), annual professional training allowance, and an encouraging and flexible work environment.

**Application Deadline:** September 13, 2021. *\*Comunidades will begin considering applications immediately. Please consider submitting an application before the deadline.*

*Comunidades and Columbia Riverkeeper are committed to creating a diverse work environment and are proud to be equal opportunity employers. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*