



Urban Nature Partners PDX

PART TIME OPPORTUNITY or INTERNSHIP: BILINGUAL/BICULTURAL PROGRAM ASSISTANT

Hours: 10 per week, occasional weekend and evening work required
\$13.25 per hour salary or \$350 per month stipend
Open until filled – start date in March 2020

*Oral and written Spanish fluency and bicultural American/Latin American heritage highly recommended
College credit available, 1+ year commitment highly preferred*

Urban Nature Partners PDX is a growing nonprofit entering its 7th year that matches youth in 4th through 8th grades from historically marginalized Portland neighborhoods with mentors to spend regular time outdoors in urban greenspaces. Since spring 2014, we have served 46 youth and their families from three diverse, low-income areas of Portland, and have developed numerous partnerships with other Portland environmental and educational organizations to leverage meaningful and culturally appropriate opportunities for our youth and families. We are the only Portland based nonprofit providing long-term, relationship based, non-curricular, youth focused outdoor opportunities for young people in this age group.

This position will serve as a second part-time Program Assistant to the Director, working collaboratively with a small team of staff, a working board and advisors, and volunteer youth mentors to plan and execute programming and provide support and empowerment to youth and families, especially those from Latinx communities.

Education and experience in late elementary/middle school education and/or social services with a focus on diverse youth are especially sought in a candidate. Students and parents returning to the workplace are encouraged to apply; additional hours may be available in this position beginning fall 2020.

Responsibilities may include:

- Help recruit, interview, match, train, and onboard a new cohort of mentors and youth in spring 2020 with an emphasis on Spanish speakers and immigrants from Mexico and Central America
- Serve as an advisor to the board to ensure UNP's cultural responsiveness to Latinx youth and families continues to grow
- Professionally represent UNP, building relationships with program partners with a special emphasis on those led by and/or serving Latinx communities, staffing public outreach events, and assisting with publicity materials and social media accounts/campaigns
- Interact with youth, mentors, and families at group events based on long term relationship building; assist in planning and execution of outings; and help facilitate successful and appropriate summer camp opportunities for youth with partner organizations
- Provide ongoing check ins, support, and training to youth, families, and mentors; collaboratively problem solve with other team members
- Track volunteer hours, event attendance, demographics, and surveys of youth, families, and mentors; assist in program improvement based on analysis and feedback
- Purchase gear and materials for youth and events with UNP funds
- Assist staff and board members with other administrative, fundraising, and planning tasks as assigned and qualified

Please visit our website at urban-nature-partners.org and our Facebook page at facebook.com/urbannaturepartnerspdx for more information. Interested parties may also view our 5-year Strategic Plan and speak with current and former staff, board members, and mentors.

To apply, please email or deliver an introduction/statement of interest along with a current resume or description of work and educational experience to:

Director Kristin Bowling
Urban Nature Partners PDX
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