



# Urban Nature Partners PDX

## **PART TIME OPPORTUNITY: BILINGUAL/BICULTURAL PROGRAM ASSISTANT**

Hours: 20 hours per week with opportunity to increase to 30 hours per week March through August

Occasional weekend and evening work required

Portland enhanced minimum wage (currently \$14.00/hour with average increase of \$0.75/hour annually) plus generous prorated paid time off and optional retirement savings account  
Open until filled – start date in January/February 2022

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

Urban Nature Partners PDX is a growing nonprofit entering its 9th 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 56 youth and their families from four diverse, low-income areas of Portland, and work in partnership 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, family inclusive outdoor opportunities for young people in this age group.

This position will serve as the primary Program Assistant to the Director, working collaboratively with a small team of staff and contractors, a working board and advisors, and volunteer youth mentors to plan and execute programming and provide support and empowerment to majority BIPOC and low income youth and families, with a particular focus on those from Latinx communities.

Education and/or experience in late elementary/middle school education, social services, or environmental education, with a focus on serving and empowering diverse youth, is especially sought in a candidate. Graduate level students and parents returning to the workplace are encouraged to apply.

### Responsibilities may include:

- Help recruit, interview, match, train, and onboard a new cohort of mentors and youth annually in spring with an emphasis on Spanish speakers and immigrants from Mexico and Central America
- Regularly translate communications and other written materials into Spanish and serve as an oral translator at group events and family meetings
- Provide ongoing check ins, support, and training to youth, families; collaboratively problem solve challenges with other team members including the Mentor Support Committee
- Help plan and execute appropriate outdoor family-inclusive group outings for UNP and partner groups; help facilitate successful and appropriate summer camp opportunities for youth both internally and with partner organizations; assist in amplifying youth voice to build leadership opportunities for older youth
- 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
- 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
- Serve as an advisor to the board to ensure UNP's cultural responsiveness to Latinx youth and families continues to grow; assist staff and board members with other administrative, fundraising, and planning tasks as assigned, qualified, and desired, including participating in the board's strategic planning process in 2022

Please visit our website at [urban-nature-partners.org](http://urban-nature-partners.org) and our Facebook page at [facebook.com/urbannaturepartnerspdx](https://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  
541-281-7162

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