



Urban Nature Partners PDX

Developmental Opportunity: ASSISTANT DIRECTOR

Location: Office in Lents neighborhood - Portland, OR; families served and outing locations throughout greater Portland area, concentrated in East and Southeast

Position Type: Full-time (32/hours week), hybrid- work from home may be permitted up to 16 hours/week, occasional weekend/evening work required

Compensation: Starting \$35-40,000 annually plus PTO/holiday pay and cost stipends; equivalent pay rate and benefits offered if candidate hired as a contract employee; *opportunity to advance to \$45-50,000+ in 1-2 years if promoted to Co-Director depending on performance*

Timeline: applications accepted November 6, 2023 until candidate selected; anticipated start date in January 2024

About the Organization:

Urban Nature Partners PDX empowers youth from historically marginalized Portland populations by building connections to nature and community through long term mentoring relationships. We are a small and growing nonprofit that matches youth in 4th grade and up with mentors to spend regular time outdoors in urban greenspaces, and tier other developmental and leadership opportunities to youth as they and their families grow with us. Since spring 2014, we have fostered long-term relationships with 65 youth from 50 families in four diverse, low-income areas of Portland, and have developed numerous partnerships with other Portland environmental and educational organizations to leverage meaningful and culturally appropriate outdoor opportunities. 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.

Urban Nature Partners PDX Equity Statement:

Since simply providing access to the outdoors is not enough, we actively dismantle barriers by elevating the leadership of BIPOC folks and other marginalized populations, while also using ally privileges, to demand a space for everyone in the outdoors and nature based programming and professions. Our core values of Equity, Relationships, and Youth Voice are centered in all levels of our work.

Please visit our website at urban-nature-partners.org and social media for more information. Interested parties may also view our draft Strategic Plan and speak with current and former staff, Board members, and mentors.

About the Position:

This position will serve as Assistant Director alongside the Founder/ Executive Director, with an

opportunity to be promoted to Co-Director in 1-2 years depending on performance. UNP's small staff and Board of Directors and advisors work and make decisions collaboratively to empower and heal youth and families, with outdoor environments and programming as the catalyst. This is strongly relationship based and values driven work for someone passionate about increasing equity in the outdoors, and collaborating with teammates and partners to creatively deliver appropriate opportunities to the community.

This developmental position will receive guidance as needed in the first year to execute programming and provide support to youth, mentors, and families; fundraise through grants and community based events and sponsorships; contribute to strategic and program planning; and garner support through effective publicity and partnerships.

The ideal candidate for this position will be a fully bilingual Spanish speaker who considers themselves bicultural, and who also possesses skills in fundraising and publicity. Candidates who qualify more strongly in one of these two areas are still encouraged to apply and discuss developmental opportunities/ alternative options for staffing that meet the needs of our families and the organization.

Since BIPOC and female identified folks don't always apply for positions for which their professional and lived experiences may meet qualifications for the work, we additionally encourage their applications to this position.

Essential Duties:

Program Management:

- Build strong ongoing relationships with a small number of youth and families served by our program *with an emphasis on Spanish speakers / immigrants from Mexico and Central America if appropriate to candidate's cultural background*; provide regular and as-needed check ins, support, appreciation events, and connections to other community opportunities; collaboratively problem solve needs and challenges with other team members and partners.
- Build strong ongoing relationships with volunteer mentors, providing regular and as-needed check ins and support; helping organize and facilitate ongoing training, mentors connecting to support each other, and volunteer appreciation activities; collaboratively problem solving needs and challenges with other team members and partners.
- Communicate regularly and professionally by phone, written materials, and social media with program participants; **some after hours communication should be expected to meet the needs of working families and volunteer mentors.**
- ***If qualified, candidate will be responsible for translating oral and written materials into Spanish for families and community members.***
- Alongside teammates, interview, select, match, train, and onboard a new cohort of 1:1 mentors and youth annually that are well suited for our program.
- Leveraging the resources of community partners, co-lead the planning and execution of approximately 18 outdoor group outings annually in the greater Portland area (*usually on weekend days, but occasionally on summer evenings*), both exclusive to UNP participants and including other mentoring organization participants. Ensure that communications and activity facilitation are appropriate and welcoming to the families we serve, and foster the development of relationships between them.
- Coordinate and facilitate outdoor camp and leadership opportunities for youth with partner organizations that align with their interests and are appropriate for their background and growth.

- Keep detailed records by gathering and recording volunteer hours, event attendance, demographics, and surveys of youth, families, and mentors; co-lead program improvement and report writing based on analysis and feedback.
- Purchase and track gear and materials for youth, outings, and other program and office needs within annual budget in coordination with the Director.
- *A new program track for older youth is currently in development with a focus on group mentoring, social bonds with peers, youth choice, and leadership development; the candidate in this position may be involved in the development and execution of this track in addition to, or instead of, coordination of our traditional 1:1 mentoring program for younger youth, per their experience level and developmental interest.*
- Co-implement other program elements or changes to existing programming as co-developed in the new Strategic Plan to be completed in early 2024.

Fundraising & Publicity:

- *In coordination with part-time Development Coordinator and other staff and Board members, play a major role in meeting annual unrestricted fundraising and/or grant goals. **Depending on prior experience, current and former staff may mentor the candidate in a developmental role for up to one year.** Additionally, the division of fundraising tasks between part-time Development Coordinator, Director, Board members, and this position may be negotiated per experience level and developmental goals, working up to full qualifications in this area.*
- Co-develop, revise, track progress, and report to staff and Board on multiple unrestricted funding streams in the annual Fundraising Plan that meet the Board's goals and align with the Strategic Plan. *2024 Plan already in place when candidate begins work; unrestricted funding comprises approximately one-third of annual budget.*
- Serve as co-lead for coordination and execution of at least one in-person and several community based or online fundraising events annually, including garnering corporate sponsorships, venue selection, catering, silent auction donations, publicity, and development of programming and materials.
- Center meaningful interactions with donors and other community supporters. Cultivate, track, provide impact reports, and recognize donations in consistent and authentic ways that promote their continued support.
- Research appropriate new grant opportunities, lead the writing of successful high quality grant proposals, and track and report on grants to funders and board. *2024 Draft Grant Plan already in place when candidate begins work; grant funding comprises approximately two-thirds of annual budget.*
- Take the lead on recruiting appropriate mentors and other volunteers for our program, particularly folks from communities of color, with lived experience of poverty and other forms of discrimination, and with meaningful experience with youth. Help significantly increase UNP's reach into relevant Portland communities through a variety of methods, including leveraging the networks of UNP staff, volunteers, and partners.
- Help create and expand the frequency and reach of materials and content (in person events, written/online materials and platforms, etc.) that tell the stories of UNP that align with our organizational values and garner meaningful financial and in-kind support from individual, corporate, and other community based donors.

Engagement with Team & Partners:

- Receive appropriate guidance from teammates during developmental period, while successfully contributing to collaborative task completion. Proactively communicate work

style preferences and learning needs, while developing the ability to co-lead and take on tasks more independently.

- Attend, contribute/report to, and lead as appropriate meetings of the Board, committees, and fundraising and programming teams. Help facilitate partner, mentor, youth, and alumni participation in decisions that impact them, with a focus on racial equity and youth voice.
- *If appropriate to candidate's cultural background and community relationships*, take the lead on building UNP's cultural responsiveness to the Latinx communities we serve, and helping continue to develop and implement equity goals both internally and externally.
- Continue and develop programming with existing and new community partners, building personal relationships with other community based organizations with a special emphasis on those led by and serving BIPOC communities; attend and contribute to collaborative networks of other mentoring and outdoor focused organizations.
- Contribute to the completion of UNP's second Strategic Plan in early 2024 along with associated policies; help implement programming and other work aligned with plans and policies.

Qualifications:

- Education and/or professional or personal experience building trusted relationships with youth ages 9-15 from diverse and low income communities and their families. A background in late elementary/middle school education and/or social/community services is especially sought in a candidate. Knowledge and/or experience with youth cognitive development, mentoring practices, social-emotional learning, the impacts of trauma, and informal environmental education are also a plus.
- Experience in any field or personal endeavor with some combination of raising funds through successful grant writing, cultivating individual and community based donors, planning and executing fundraising events, and other creative funding streams.
- Lived experience and/or significant education or professional experiences with racial, economic, and other forms of oppression, as well as immigrant and environmental justice issues, and a willingness to be a continual learner in service as a strong advocate/ ally for equity.
- Experience in any field or personal endeavor with effective storytelling via a variety of mediums (such as in person, written materials, social media, video). Demonstrated ability to appropriately garner support and volunteerism for, and from, marginalized populations is a plus.
- Working knowledge of, or ability to learn, software and platforms such as Dropbox, Google Drive applications, Salesforce, e-news and website content platforms, virtual meeting platforms, design software such as Canva, and various social media sites.
- **Access to a reliable personal vehicle, cell phone, and personal computer are necessary to perform the work of this position.** Please see Benefits below for compensation terms for use of personal property.
- Possess basic knowledge of outdoor skills and natural history of the Pacific Northwest, natural areas and potential outdoor activities in around Portland, and a willingness to explore more. Experience planning and leading outdoor events for groups is a plus.
- Facilitation of group outings, outreach events, and fundraising events require transporting and lifting materials up to 35 pounds, and participation in outdoor activities involves exposure to varying weather conditions and occasional physical exertion. Please inquire about potential accommodations needed.
- Because of the nature of our work with minors and other vulnerable populations, Urban Nature Partners PDX requires program staff to submit to criminal background and

driving record checks. However, in recognition of the disparate impact of the justice system on marginalized populations, our policies make accommodations for the timing of these checks and the circumstances of any results found. Please inquire for details.

- In order to minimize risk to each other and the vulnerable communities we serve, all new staff, mentors, and Board members are required to be vaccinated against COVID-19 and receive recommended boosters.

Compensation and Benefits:

- Starting salary of \$35,000- \$40,000 annually depending on experience and range of qualifications, *including compensation for bilingual/bicultural skills and knowledge*
- Opportunity to advance to \$45,000- \$50,000 in 1-2 years if promoted to Co-Director depending on performance
- *Because UNP recognizes that not all in our community qualify for salaried employment, equivalent pay and benefit opportunities will be negotiated with a candidate that requests contract employment*
- Candidate may select 4 or 5 work days per week to total 32 hours, coordinating tasks and co-working time with Executive Director and other staff and ensuring weekend and evening obligations are met; work from home may be permitted up to 16 hours/week
- Approximately 12 Paid Time Off days annually (vacation, sick time, wellness), plus 10 paid holiday days of the candidate's choice that align with their cultural background
- Enrollment in Paid Leave Oregon (family, medical, and safe leave) and Workers' Compensation
- Federal mileage reimbursement for business travel in personal vehicle
- \$300/year technology stipend for use of personal computer and cell phone for business
- Up to \$700/year stipend to help purchase health insurance on the federal Marketplace if needed

To Apply:

Please provide the following to Director Kristin Bowling and Board President Cameron Luck at urbannaturepartnerspdx@gmail.com and unppdxpresident@gmail.com:

- Resume or CV, including 2 references appropriate to this work
- Letter of interest addressing your qualifications for the Essential Duties, and how working for Urban Nature Partners would align with your values