



Community Engagement and Outreach Specialist

Site-Based Youth Specialist, Recruiter and Implementation Support

Part-time: Tuesday-Saturday

Pay: \$25-28 an hour

Schedule: 10 -20 hours a week

Benefits: Hybrid Schedule, Employee Assistance Program, Mileage Reimbursement

BBBSCNW believes that diversity, equity, and inclusion among our colleagues is critical to our success as a social change organization and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool. Our goal is to be a workforce that is representative of the communities we serve.

The Community Engagement and Outreach Specialist will help facilitate and implement cross-organizational partnerships throughout the BBBSCNW service area. The role works directly with partner agencies (i.e., We Belong PDX, SMART reading, YOUTH) to build, support, and implement programming for youth across the Portland Metro Area. Qualified candidates are bilingual in English and Spanish to maximize engagement with Spanish-speaking organizations and communities. Note: The Community Engagement and Outreach Specialist is an administrative role that does not work directly with youth.

*There may be an opportunity for this position to become full-time in the future.

Position Responsibilities:

- Incorporate Justice, Equity, Diversity, and Inclusion (JEDI) throughout the entire scope of work
- Support the Community Engagement and Outreach Team with site-based community events
- Assist with program oversight for BBBSCNW sponsored youth-based sites
- Co-create content for flyers, postcards, websites, etc., for the Community Engagement and Outreach Team
- Create a safe, inclusive, and positive environment for staff, youth, families and volunteers
- Assist with the training and screening of volunteers for youth site-based programs
- Identify and implement strategies to recruit adult mentorship volunteers, under the direction of the Director of Community Engagement and Outreach
- Assist with the development of various Big Futures programs, such as Sports Buddies, in-school mentoring, and Lunch Buddies.
- Support and participate in community events that are geared towards the engagement of waitlisted (ready-to-be-matched) youth and matched youth
- Assist in the assessment and follow-up meetings for future site-based mentors

Job Responsibilities:

- Bachelor's degree or equivalent combination of direct experience and lived experience.
- Passion for the mission and values of BBBSCNW; alignment with the organization's values

- Communicates effectively, expresses self clearly, creates an environment conducive to open, honest, and accurate exchange, listens genuinely, and exercises superior verbal and written skills.
- Proficient in MS Office: Word, Excel, & Outlook; Experience using Salesforce a plus.
- Bilingual English/Spanish
- Travel required. (Moderate, Local)
- Demonstrated success working with BIPOC communities, particularly Black/African American and Latinx communities.
- Ability to connect with others and create a passion for participation while maintaining honesty and high ethical integrity
- Experience working with mentorship and youth and child organizations

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Contents may be subject to change at any time to meet the needs of the organization.

Interested? Apply now!

Please email resume and cover letter to HR@bbbsnorthwest.org. Due to the high volume of responses anticipated, we will only respond to candidates who are under consideration. No phone calls please. BBBS CNW is an EEO employer. For more information about us, please visit: <https://itsbigtime.org/>. We can't wait to meet you!

Equal Opportunity Employer:

At Big Brothers Big Sisters Columbia Northwest (BBBS CNW), we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and colleagues without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law.

BBBS CNW is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.