



## DONATE LIFE NORTHWEST

### Job Announcement

**Job title:** Latino Outreach Coordinator

**Department:** Programs

**Reports to:** Director of Education and Outreach

**Supervision Exercised:** no

**FLSA Status:** 30 hrs/week, exempt

#### **Description:**

Nationally recognized for groundbreaking innovation and some of the highest donor registration rates in the country, Donate Life Northwest has been improving health and saving lives in Oregon and SW Washington through the promotion of organ, eye and tissue donation since 1975. With a budget approaching one million, a staff of nine, and hundreds of active volunteers, our vibrant Donate Life Northwest community includes: donor families carrying loved ones' legacies; living donors sharing the joy of giving; those waiting with hope for transplant; grateful recipients paying it forward; organ, eye and tissue banks, transplant centers, and other organization partners; and more than 2.5 million registered donors.

We take pride in these tremendous successes, but work with a sense of urgency to accelerate programs and bring hope to thousands in need of transplant who face a shortage of donors. Work-life balance and mutual support are essential to maintaining the energy and focus needed for our dynamic work.

Volunteers and staff are valued for individual strengths in our community-building organization, and we share a deep commitment to diversity, inclusion and health equity. That commitment guides our work to overcome barriers to donation, and honors the powerful ways that gifts of life, sight and health can connect communities and transcend divisions of race, faith, ethnicity, language, culture, class, gender, sexual orientation, and physical or mental ability.

#### **Job Purpose Summary:**

The Latino Outreach Coordinator designs and implements outreach and education programs targeted to Latino communities throughout Oregon and SW Washington. The Coordinator employs culturally relevant strategies to increase the public's understanding of donation and transplantation—focusing on all of the Latino populations within our service area. The position recruits for and manages a Spanish-speaking volunteer team that provides culturally authentic outreach to underserved communities.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- Conducts outreach and educational presentations/workshops in various settings throughout Donate Life Northwest's large service area
- Serves as lead developer for Spanish language education and outreach materials

- Establishes partnerships with health-related organizations and organizations serving Hispanic underserved communities
- Inputs data and follows proper database procedures
- Participates in program evaluation design, data collection, analysis, and reporting
- Participates in strategic planning, policy work, and fundraising events as needed
- Key collaborator with the Program Department team and assists on various programs and initiatives, including public presentations, volunteer trainings, etc.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in education, public health, communications, intercultural studies, or related field
- Minimum 3 years of experience in training and/or teaching, including developing and delivering culturally relevant curriculum using a variety of methods and media,
- Minimum 2 years of experience in community outreach, coalition building, as well as service in the Latino communities
- Project management experience including leading project teams comprised of staff and/or volunteers
- Cultural competency with demonstrated experience working successfully with Latino communities.
- Outstanding organizational skills with demonstrated ability to plan and coordinate a variety of detailed outreach projects, sometimes under tight deadlines
- Exceptional written and oral communication skills, including public presentation skills
- Proficiency in social media tools, database software, and Microsoft Office Suite
- Innovative self-starter who works well individually and as a member of a team
- Excellent follow-through and customer service skills
- Spanish language fluency required, bicultural preferred

**Other Skills, Abilities, Qualifications:**

Substantial local (and, to a slightly lesser extent, regional) travel is required. Candidate must possess a reliable form of transportation to be able attend meetings and events throughout the organization's territory (Oregon and several counties in southwestern Washington). Occasional overnight travel required.

Exceptional organizational and communication skills; superb writing skills; strong analytical skills; ability to manage competing deadlines and prioritizing tasks for efficiency; prefer working in a collaborative team model with excellent interpersonal skills managing internal and external relationships. Available to work and/or participate in DLNW functions on weekends and evenings on an occasional basis.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is occasionally exposed to moving mechanical parts such as printers. The noise level in the work environment is usually moderate.

**Emotional Intelligence:**

This position works closely with members of the community who have experienced grief and loss, as well as those celebrating renewed life. Strong emotional intelligence is necessary, including excellent listening skills, empathy, and emotional self-awareness.

**Physical Requirements:** The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus for use of computer monitor.

**Direct reports**

No direct reports. Individual may have the ability to manage volunteers and interns as needed.

**Salary & Benefits**

Starting salary \$28,000-\$32,000, depending on experience. Generous benefit package includes: exceptional health coverage, dental and short-term disability insurance with 100% employer-paid premium for employees; employer-paid life insurance; 401K employer contribution and match after six months; 125 flexible savings account option; generous paid time off (120 hrs. 1st yr.) and holidays (9); parking or Tri-Met pass; alternative work schedule choices with four-day-week options; conference and other career development opportunities.

**Application Guidelines**

Donate Life Northwest is an equal opportunity employer. To apply, submit a cover letter and resume to [adelmaai@ohsu.edu](mailto:adelmaai@ohsu.edu). Position will remain open until filled. For best consideration, please apply by June 1, 2018. For more information, visit [www.donatelifenw.org](http://www.donatelifenw.org). No phone calls please.