



DONATE LIFE NORTHWEST Job Announcement

Job title: Training Coordination Specialist
Department: Programs
Reports to: Manager of Education Initiatives
Supervision Exercised: no
FLSA Status: 25 hrs/week, non-exempt
Prepared/Reviewed by: Marissa Markintire

Approved Date: 10/19/21

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 of 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 2.8 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 Training Coordination Specialist assists with the design and implements outreach for our Erase the Wait program. The main focus of this position is to maintain and help in the coordination and communication of the mentorship program through Erase the Wait. Erase the Wait is a mentorship program that provides support for waitlisted kidney patients in their search for a living kidney donor. Trainings happen three times a year and occur on weekends.

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

- Create and manage communications to participants, including telephone screenings, registration emails, follow-up email communications, and periodic check-ins via telephone
- Oversee training logistics, including: meeting room and audio visual set up, preparation of materials packets, creating and managing catering services when in person. For virtual trainings: scheduling and managing Zoom meetings, updating and preparing materials packets, and mailing out packets to participants
- Assist with the development of education and outreach materials
- Create and distribute quarterly Erase the Wait e-newsletter
- Maintenance of website and other online platforms of Erase the Wait
- Input data and follows proper database procedures
- Provide support for special projects as assigned
- Participate in program evaluation design, data collection, analysis, and reporting

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.

- Outstanding organizational skills with demonstrated ability to plan and coordinate a variety of detailed projects, sometimes under tight deadlines
- Has strong interpersonal skills, enjoys working with people and on teams
- Exceptional written and oral communication skills, including public speaking skills and phone etiquette
- Emotional intelligence, including excellent listening skills, empathy, and emotional self-awareness
- Innovative self-starter who works well individually and as a member of a team
- Excellent follow-through and customer service skills
- Familiarity with Zoom and Microsoft Office products
- Familiarity or ability to learn MailChimp, Canva, and Google Suite

Other Skills, Abilities, Qualifications:

Available to work and/or participate in DLNW functions on weekends and evenings. Spanish language skills preferred, but not required.

In order to protect our employees and our community, all Donate Life Northwest staff are required to be fully vaccinated against COVID-19 unless they have an approved medical or religious exception. New hires will need to be fully vaccinated, (or obtain an approved exception) prior to starting work, and need to provide proof of vaccination (or approved exception) within 10 days of starting work.

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.

Donate Life Northwest staff continue to primarily work remotely during the pandemic, but we have plans to return to a hybrid work model – a mix of in-office and remote work. Work is generally performed within a typical office environment (either in our downtown Portland office, or from home with provided equipment) with travel to off-site meetings and events, including evening and weekend events. Consideration will be given to candidates who live within our service area in Oregon and Southern Washington.

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 20 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.

Work Schedule

25 hours per week, including some weekend work.

Salary & Benefits

Compensation of \$16.00 - \$20.00 per hour commensurate with experience. Comprehensive benefit package including health and dental (50% employer paid premium for this position), short term disability insurance, life insurance, and EAP (100% employer paid premium); 401K employer contribution and match after six months; paid time off; and alternative work schedule options.

Application Guidelines

Donate Life Northwest is an Equal Opportunity Employer. We believe that a diverse staff of qualified, highly-skilled, and creative individuals is necessary to achieve the vision and mission of the organization. We welcome and encourage applications from candidates who can contribute to the diversity of our workforce across a range of dimensions.

To apply, submit a cover letter and resume to info@donatelifenw.org. Position will remain open until filled. First review of applications will be Monday, November 1, 2021. For more information, visit www.donatelifenw.org.