



## DONATE LIFE NORTHWEST

### Job Announcement

**Job title:** Training Specialist

**Department:** Programs

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

**Supervision Exercised:** no

**FLSA Status:** 20 hrs/week, non-exempt

**Prepared/Reviewed by:** Aimee Adelmann

**Approved Date:** 5/22/19

#### 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 Training Specialist assists with the design and implements outreach and education for our Erase the Wait program. The main focus of this position is to maintain and help in the coordination of the mentorship program through Erase the Wait.

#### Essential Duties and Responsibilities:

include the following. Other duties may be assigned.

- Oversee training logistics, including: meeting room and audio visual set up, organization of materials, creating and managing catering services
- Create and manage communications to participants, including follow-up communications
- Assists with the development of education and outreach materials
- Maintenance of website and other online platforms of Erase the Wait
- Inputs data and follows proper database procedures
- Provide support for special projects as assigned
- Participates 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 presentation skills
- Innovative self-starter who works well individually and as a member of a team
- Excellent follow-through and customer service skills
- Experience in training and/or teaching, including developing and delivering curriculum using a variety of methods and media

#### **Other Skills, Abilities, Qualifications:**

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

#### **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.

Work is generally performed within a typical office environment, with some travel to off-site meetings and events, including occasional evening and weekend events.

#### **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 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**

20 hours per week, including some weekend work.

## **Salary & Benefits**

Compensation of \$17.00 - \$19.00 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](mailto:info@donatelifenw.org) or PO Box 532, Portland, OR 97207. Applications reviewed as received until the deadline of Sunday, June 30, 2019. For more information, visit [www.donatelifenw.org](http://www.donatelifenw.org). No phone calls please.