

Community Outreach Manager - Job Posting Human Access Project



We are seeking a human to join our team as an agent of cultural change working to transform Portland's relationship with the Willamette River.

Position: Community Outreach Manager

Schedule: Flexibility for admin roles with prescribed times for event management responsibility.

Salary Range: \$30-\$33/hr depending on experience

Direct Reports: None

Status: Part time, hourly non-exempt

Benefits: A flexible work schedule, and 403b retirement match.

Reports to: Executive Director. The Community Outreach Manager will interface with board members, community stakeholders (such as land managers, policy leaders, and other small businesses, regulatory agencies, etc.) and volunteers related to HAP's work on cleanup efforts, as well as recreation access, education, events and other on-water activities.

Work Environment: This part-time position will be 20-30 hours a week {initially, with a peak period in the summertime from June-August}. The position may include working weekends, and evenings as necessary. This position is best suited for an individual who can work remotely.

Who We Are: Founded in 2010, Human Access Project (HAP) is a 501(c)(3) not-for-profit organization led by an [Executive Director "Ringleader" and Board of Directors, with guidance from a savvy Board of Trustees](#). All members share the values of being cooperative, capable, committed, inclusive and fun. HAP's Board is 43% BIPOC and LGBTQIA2S+ and is diverse by gender, ethnicity, age and professional background. Our team is supported by an advisory Board of Trustees comprised of community leaders, legends and seasoned professionals.

HAP's mission is *Transforming Portland's Relationship with the Willamette River*. Our vision is simply *A City in Love with its River*. Our objectives are *Build it, Use it, Love it, Sustain it*. Our role in the community is catalyzing cultural change around how people feel about and interact with the Willamette River. These objectives are often accomplished through untraditional, creative means.

We want the community to view the Willamette River as an asset, something to be valued and protected. We want to foster and drive a connection between the people of Portland and the river that runs through our community. As such, our goals include improving Willamette River edge spaces for recreation, developing creative activation/programming around these spaces, fostering environmental stewardship and community investment, and identifying and removing barriers to facilitate sustained positive interactions with the river and river's edge.

Who You Are: You are a dynamic team player who has a demonstrated commitment to fostering inclusive and collaborative environments, empowering diverse communities, and leading with adaptability and initiative. You excel at working both independently and within teams, navigating challenges with flexibility and integrity, and inspiring others to engage in outdoor recreation, environmental stewardship, community-building efforts and a love for our river. You share the HAP values of being cooperative, capable, committed, inclusive and fun.

Position Overview: Community Engagement Manager position is a multifaceted role focused on supporting the Executive Director by supporting and managing community engagement through outreach and education events, volunteer stewardship (cleanups), and lending basic administrative support. This position combines key responsibilities from event management, community outreach (email/social media), and supporting the work of the Executive Director as an assistant.

OVERVIEW: Manage community engagement for Human Access Project

I. **Event Management** – *current programs include River Hugger Swim Team, Audrey McCall Beach Tue, Duckworth Wed/Thur, weekly clean up events, annual fundraising cruise. We want to grow our programs both in the summer and spring, fall and winter.*

- Plan and execute events for internal and external purposes.
- Keep event plans under budget and on schedule.
- Reach out to potential sponsors and collaborators.
- Develop and implement outreach strategies to grow events.
- Advertise events through social media channels and email.
- Maintain accurate records of all expenditures.
- Ensure events are carried out safe and successfully.
- Convert participants to email / social media followers.
- Develop ideas for new events.

II. Development and Donor Management

Donation management:

- Monitor incoming donations and efficient/accurate input into donor database.
- Assist Executive Director in donor acknowledgment, including letter composition.
- Assist Executive Director in effectively and efficiently managing all donor stewardship matters, including technical support, problem-solving and transaction issues/questions.

Grants Management:

- Assist in researching new grant prospects.
- Draft Letters of Interest (LOIs) to potential grantors.
- Draft grant proposals to current foundation donors.

Community Partnership, Public Relations, and Event Coordination:

- Represent organization clearly and effectively, while assuring positive interactions with public.
- Promote organizational mission within community.

- Recruit community business partners to co-sponsor events and fundraisers.
- Work with Executive Director to plan and coordinate event fundraisers.
- Promote partnerships in raising funds for Human Access Project.
- Provide needed support/coordination/assistance with board-led fundraising efforts.

III. Outreach

Digital/Social media & website content management:

- Develop content for social media intended to engage the public on relevant current events.
- Promote the organization and its mission to help generate donations.
- Make edits to website content to maintain a vibrant and up-to-date virtual presence.
- Manage the development of monthly HAP newsletters and specific program related content.

Programs:

- Develop special events, public outreach and education programs that support HAP's mission.
- Provide administrative support, logistical coordination and technical consult for all programs.

Qualifications:

- Effective written and oral communication skills.
- Proficiency at word, excel and email management software.
- Creativity in crafting internal and external events.
- Willingness to delegate tasks and organize a team.
- Ability to communicate and negotiate with external vendors and service providers.
- Team player willing to step into a variety of roles within the organization.
- Flexible schedule, including availability for weekends and evenings as required.
- Demonstrated risk management and leadership skills in outdoor settings.
- Strong cultural sensitivity, with a willingness to learn diverse perspectives.
- Strong public engagement and conflict management skills.
- Lifeguard certification.
- Confidence in leading volunteer events and public speaking in small group settings.

This position provides an exciting opportunity to play a role in HAP's cultural change with the Willamette River in Portland. HAP has ambitious growth plans. We hope to have this position grow to full time by the end of the year and have a full time staff of three to four people by 2028.

If you are interested in joining our team, please email these four items to info@humanaccessproject.com- Subject line "Community Outreach Manager Position"

1. Cover letter
2. Resume
3. References
4. Writing sample - answering the 3 listed questions below (2 page max)

If you fail to include one of these four items, you will not be considered for this position.

No phone calls please.

Please submit your application by EOD Friday, April 11, 2025.

Please answer these three questions as the writing sample:

- 1) Please describe a specific situation where you had to respond to an emergency incident at work or in a volunteer position. What actions did you take to ensure the safety of all participants, and how did you communicate and coordinate with your team during the incident?

- 2) Share an example of how you successfully recruited, trained, and managed volunteers for a community event. How did you motivate and engage participants to ensure the event's success, and what strategies did you use to communicate the organization's mission and values?

- 3) Describe a time when you worked with partners or a group to support a recreational or environmental program. How did you initiate the collaboration, and what steps did you take to ensure mutual goals were met while championing your organization's mission?

**All qualified applicants will receive consideration for employment without regard to and will not be discriminated against on the basis of race, color, age, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, physical or mental disability, or covered veteran status.*