

Subject: Southwest Neighborhoods, Inc. (SWNI) Program Manager Job Description	Effective Date: May 20, 2009
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**Program Coordinator
Job Description**

Southwest Neighborhoods, Inc. (SWNI) is a nonprofit public benefit corporation that works to enhance livability in SW Portland by providing staff assistance to a Board of Directors, seventeen neighborhood associations, five standing committees and three business associations in Southwest Portland. SWNI works to improve racial equity, diversity and inclusion in all facets of the organization.

General Description:

The SWNI Program Coordinator is responsible for supporting SWNI’s standing committees including building and maintaining relationships with member neighborhood associations. The coordinator tracks program priorities, assists with strategic planning, coordinates meeting and event management, and responds to public inquiries. This is a full time position offering annual leave, sick leave, retirement and optional health insurance benefits.

Responsibilities:

1. **SWNI Standing Committee Support** (Land Use, Parks and Community Centers, Transportation, Schools and Public Safety)
 - a. Administrative duties include assisting committee chairs (as needed) with scheduling preparation and staffing meetings as well as generating and disseminating agendas, minutes, and relevant correspondence.
 - b. Assist committees with long-range planning and goal setting.
 - c. Track committee priorities and various positions taken on policy and community projects.
 - d. Assist and maintain web pages for all committees (letters, minutes, agendas, links to various bureau announcements and notices)
 - e. Assist with outreach and relationship building with neighborhood association representatives (including orientation trainings)
 - f. Be able to articulate public involvement processes associated with various city bureaus and government agencies.
 - g. Knowledge and experience with general land use, parks, and transportation issues, terminology, and various potential project funding sources and grant opportunities within the City, County, State, Federal and Metro.

- h. Assist with coordination of special events sponsored by the committees.
- i. Write committee news articles for the *SW News* and other publications as requested.

2. SWNI Program Coordination and Support

- a. Conduct work responsibilities in a professional manner and inclusive of diverse audiences; must be able to work both independently and on a collaborative team.
- b. Maintain knowledge of city code and policies that relate to SWNI standing committees and member associations. Be aware of projects to revise city code, establish new policy, adopt plans, or do construction or maintenance work. Publicize and participate in such projects as needed.
- c. Identify grant opportunities that may relate to SWNI projects.
- d. Establish, maintain and enhance professional relationships with staff from the City of Portland and other government agencies that affect SWNI.
- e. Foster relationships with other agencies and community groups.
- f. Perform duties as needed at and for various SWNI-sponsored events.
- g. Manage SWNI archives and resource library.
- h. Maintain positive, cooperative relationships with staff and public
- i. Write memos, correspondence, and emails as appropriate.
- j. Perform site inspections for clarification of issues within the Program Coordinator's scope of work as requested or through consultation with the Executive Director.
- k. Attend neighborhood association, business association, board, and coalition meetings as requested.
- l. Assist in other organizational activities as assigned by the Executive Director
- m. Work conditions include a shared office space with frequent interruptions, lifting tables and chairs for meetings, and sitting at a computer.

Skills/Preferred Qualifications:

1. Knowledge or work experience with city issues and policies related to land use, transportation, parks, and public safety.
2. Excellent organizational skills and ability to establish rapport with diverse audiences; excellent oral/written communication skills.
3. Experience developing equity partnerships and programs/projects that promote inclusion.
4. Experience working or volunteering for a nonprofit organization.
5. Experience in outreach and providing public information
6. Willingness to work a flexible schedule, including evenings or weekends.
7. Have excellent phone and public relation skills.
8. Have good computer skills including Word and Excel; other software used includes Adobe InDesign, GIS, FileMaker Pro, and Drupal/Word Press for website management.
9. Able to multi-task amidst many distractions and interruptions.