



Position: Volunteer Program Manager
Schedule: 32-40 hrs/wk (0.80-1.00 FTE--your choice), includes some evening & weekend time as needed to attend meetings and Council events.
Compensation: \$24-25/hr; Benefits include employee health/dental/vision plan paid for by JCWC; employer 3% match to company 401(k) retirement plan; 10 paid federal holidays (includes one floating holiday); 18 paid vacation days.
Reports to: Executive Director

WHO WE ARE

The Johnson Creek Watershed Council—JCWC—is a community of staff, board, and volunteers committed to restoring Johnson Creek and its watershed through sound science and community engagement. As a community organization, we accomplish our restoration by working and developing relationships with a diverse community. We embrace the principles of equity and inclusion in our work. Our staff currently numbers 7, our Board 12, and (pre-pandemic) 3,000 volunteer signups per year. The Johnson Creek Watershed Council was founded in 1995.

The staff currently consists of an Executive Director, a Volunteer Program Manager, a Riparian Program Manager, a Restoration Project Manager, a Community Outreach Coordinator, a Finance & Operations Coordinator, and an AmeriCorps member. The Volunteer Program Manager will work with all staff, but most closely with the Community Outreach Coordinator and AmeriCorps member.

The Council's office is located in the Woodstock neighborhood of Southeast Portland. Staff work remotely or in the field, coming to the office on an as-needed basis. We supply laptops for all staff members. Office work policy will be reassessed as public health conditions evolve.

The Johnson Creek Watershed has one of the most diverse populations in the state of Oregon. This presents an exciting opportunity to engage our community, and this is at the heart of the work of the Volunteer Program Manager. To further our goals in this area, and to map out our Diversity, Equity, and Inclusion (DEI) work, the Council adopted an organizational [Equity Action Plan](#) in March, 2017. Our DEI work to date includes working with workforce development programs to provide natural resources job skills to underserved communities, hands-on learning for youth from these communities, a bilingual nature program designed to help English learners to be more comfortable in the watershed's natural areas, and changing our organization to create a more inclusive culture.

We encourage BIPOC folks, women, LGBTQ people, religious minorities, immigrants, and differently abled people to apply.

OUR WATERSHED

The Johnson Creek Watershed is located on the east side of the greater Portland metropolitan region and is one of the most racially and ethnically diverse watersheds in Oregon. JCWC is committed to learning from and extending the benefits of our work to marginalized communities in our watershed. The successful candidate for this position will help JCWC achieve this goal.

Johnson Creek originates in rural Clackamas County and flows westward 26 miles to its confluence with the Willamette River in the City of Milwaukie. It provides habitat for threatened coho and Chinook salmon, steelhead, and two species of lamprey. The Johnson Creek Watershed encompasses about 54 square miles. The drainage basin includes several partner jurisdictions including Portland, Milwaukie, Happy Valley, Gresham, as well as Multnomah and Clackamas Counties, the Clackamas Soil and Water Conservation District and the East Multnomah Soil and Water Conservation District.

WHO YOU ARE

You are a dynamic team player who has a demonstrated commitment to Diversity, Equity and Inclusion, and are excited about applying your values to bring the benefits of our work to diverse communities in our watershed. You enjoy connecting people with nature. You have a history of working with the public, managing a volunteer program, coordinating events, programs, and communications, including social media. The Volunteer Program Manager will work in a team environment, supervising the Community Outreach Coordinator and an AmeriCorps member, along with an active board & staff, and a diverse group of volunteers to protect and restore one of the most densely populated watersheds in the state of Oregon.

We are interested in finding the best candidate for the job, even if that candidate does not have all the skills we list below. The successful candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for this role, as a wide variety of life experiences may equip you with the skills needed for this position.

General Responsibilities:

Volunteer Coordination

- Maintains volunteer program procedures, recruitment, intake, orientation, database management, and recognition of volunteers.
- Oversees development and implementation of several of the Council's events, including the two largest annual volunteer restoration events: **Watershed Wide Event** and **Johnson Creek Clean-Up**. This includes organizing media & public relations, planning volunteer appreciation lunches, volunteer recruitment and registration, and other logistical tasks. Oversees the same for other volunteer events through the Community Outreach Coordinator.
- Responds to all volunteer inquiries in a timely manner.

- Identifies, recruits, and trains existing volunteers to become volunteer leaders for the Council, especially volunteers with unique and relevant high-level skill sets (see <https://www.jcwc.org/creekcrew/>).
- Represents the Council at a variety of partner events.

Supervision

- Supervises the Community Outreach Coordinator and AmeriCorps member, including mentoring, conducting performance reviews, weekly coordination/collaboration of work planning, and scheduling.
- Ensures quality of all other organizational volunteer events through the Community Outreach Coordinator.

External Communications & Equity

- Develops new partner relationships, especially with underserved communities, including representing JCWC on the [Leach Back 5 project](#).
- Collaborates with other staff on our monthly email newsletter.
- Supports website content development.
- Maintains healthy partner relationships and contacts – promotes partner activities and events.
- Tracks and coordinates implementation of the organizational Equity Action Plan with the Executive Director and Board Community Inclusion Committee.

Event Planning

- Responsible for the planning and coordination of all logistical aspects of the **Creek Crew Leader Orientation** and **Volunteer Appreciation Dinner**. Collaborates with other staff members with additional events on an ad-hoc basis.

Administration

- Maintains up to date contact records in Salesforce database. This includes all donors and friends, organizational partners, email recipients, residents, and volunteers. Trains other staff in the use of database software.
- Oversees all volunteer activity data entry – including locations, hours, and contacts.
- Supports development of organizational efficiencies and helps manage organization records.
- Supports care and up-keep of office building, equipment, and organizational supplies.
- Grant writing and reporting.

Other duties as assigned: we are a small staff, currently seven, and are flexible in supporting the organizational program of work. See our website www.jcwc.org for more information. Required: Willingness to work an average of two weekend (half day) mornings each month, and an occasional evening event, as part of the standard work week (comp time is given).

Work environment: this position requires sitting/standing at a desk for extended periods of time, lifting objects unassisted of up to 50 pounds, working outdoors on uneven ground, in streams, and in hot/cold/wet weather.

Approximate time allocation:

- 30% -- Volunteer program and event management
- 30% -- Equity Plan implementation and tracking & community outreach/partnership building
- 20% -- Supervising Community Outreach Coordinator & AmeriCorps member
- 10% -- Grant writing and reporting
- 10% -- Other duties as assigned

Qualifications:

- Two years minimum experience in volunteer program management or community organizing, plus a) an additional two years of work experience that encompasses volunteer management, communications, business, event management, or nonprofit management, or b) a four-year college degree in one of the aforementioned disciplines.
- Excellent oral and written communication skills, public speaking experience, and comfort communicating and working with people from diverse backgrounds. Fluency in English.
- Experience with Microsoft Office and social media applications.
- Event planning/implementation experience.
- Ability to handle a high volume of various communications on a daily basis.
- Excellent organizational skills, attention to detail, and problem-solving skills.
- Creative energy & enjoyment of a fast-paced environment.
- Database management expertise (Salesforce experience desired).
- Website management and graphic design experience desired (Wordpress, Canva).
- Experience with email marketing services—especially Vertical Response—is desired.
- Fluency in a second language spoken in the watershed is a plus.

Travel and Safety Requirements:

Travel by car, valid Oregon driver's license, and the ability to be insured for vehicle usage is required. Ability to attend work-related events, meetings, and complete errands in a timely fashion is a must. Mileage reimbursed by the Council is available when personal vehicles or public transportation is used. We have one company vehicle, but this is shared by multiple staff so is not always available. The Volunteer Program Manager will be covered on the JCWC's vehicle insurance policy while driving the company vehicle.

Appropriate field and safety attire is required as events dictate.

The Council is an equal opportunity employer.

To Apply, please include a cover letter and resume in a single file in PDF format. In your cover letter, please describe how your volunteer management, and other work experience and skills will make you successful in this position, including your demonstrated commitment to racial equity and inclusion work. Email application materials to Cathy Geiger, at cathy@jwc.org. No phone calls, please.

Application Deadline: Materials must be received by 4 p.m., Pacific time, Thursday, July 21, 2022.