



## **Position Announcement: Program Coordinator (Conservation)**

Heart of Oregon Corps is hiring for a qualified Program Coordinator with motivation, professionalism, talent, and passion for empowering and inspiring positive change in the lives of young people. We're looking for a Program Coordinator who can coordinate program operations, maintain grant compliance, and promote the wellbeing and success of our youth participants.

### **WHO WE ARE:**

At Heart of Oregon Corps, 16-24 year old local young people with barriers to success improve their own lives while gaining job skills on projects that improve the community. Heart of Oregon Corps trains tomorrow's workforce today. The Program Coordinator works with our year-round conservation corps programs, where local Opportunity Youth learn employability and leadership skills while protecting and improving public lands in Central Oregon. Learn more at [www.heartoforegon.org](http://www.heartoforegon.org).

### **POSITION AND ORGANIZATION INFO:**

This dynamic position primarily supports the operations of the conservation programs at Heart of Oregon Corps. Starting with recruitment, this position supports outreach efforts in the tri-county area, member enrollment, and facilitates orientation and onboarding. This person will lead case management and be a point of reference for external supportive service referrals. Additionally, this role is vital in the creation and implementation of soft-skills training sessions for youth participants. While youth success and engagement is a key part of this position, there are also substantial administrative and clerical responsibilities related to grant management. For example, file management, attendance tracking, timesheet processing, and data entry and management are regular tasks. Furthermore, supporting program logistics, such as ordering uniforms, coordinating program volunteers, and establishing member schedules, will be regular duties. Lastly, in collaboration with other staff, this position will support youth management, discipline, with a special emphasis on coaching and helping participants progress in their individual development plans (IDPs).

This position is primarily based out of our Bend, Oregon office with weekly scheduled time also spent at our satellite office in Prineville, Oregon. The position works primarily in an office environment, but also conducts regular outreach to external partners, and occasionally provides youth transportation. This position may also visit project sites in an effort to support youth development in the field. While rare, the Program Coordinator may also support crew coverage on projects. The position is supervised by the Program Director and is a part of a larger program team of 8 conservation staff. Heart of Oregon Corps is a large regional non-profit that operates 6 youth training programs.

### **QUALIFICATIONS:**

The ideal candidate will have at least 2 years of demonstrated experience working with transitional-aged youth, providing social services, or program coordination. A Bachelor's Degree (or directly related equivalent experience) is required. A combination of the following other qualifications is preferred, but not required: general understanding of youth development practices, trauma informed care, clerical and

file management, career development and soft skills building. Additionally, it is highly preferred this position is held by someone with bilingual (Spanish) skills. A good sense of fun and humor is also welcomed and desired! A strong commitment to respecting the ideas and intelligence of young people and ability to relate to and support a multicultural group of people is critical. A successful candidate will have flexibility, adaptability, and problem solving skills to balance a multi-dimensional role in a rapidly changing environment.

#### **BENEFITS:**

Starting wage range for the position is \$23/hour (firm). This is a full-time, year-round, hourly staff position, with employee health insurance, dental and vision benefits *paid 100% by the employer*. Time off is generous, with 12 paid holidays (which includes 6 days while the offices are closed over the winter holidays), plus 80 hours paid vacation and 40 hours paid sick time/year. Vacation leave benefits increase after 1 years of service. See <http://heartoforegon.org/who-we-are/careers.html> for a full benefits summary.

Heart of Oregon Corps highly encourages applications from anyone who identifies with a marginalized community or historically underrepresented group. Please do not hesitate to apply!

#### **PROCESS:**

If you are interested please submit the following to Human Resources:

- A HOC Employment Application (<http://heartoforegon.org/who-we-are/careers.html>)
- A Cover Letter (in the body of an email is ok)
- A Resume

Send to:

Email [hr@heartoforegon.org](mailto:hr@heartoforegon.org)

-or-

Heart of Oregon Corps, PO Box 279, Bend OR 97709

-or-

541-526-1314 (FAX)

#### **As long as this position is posted, we are accepting applications:**

Final candidates will need to complete an interview, additional paperwork, provide references, and complete a post-offer background check and drug screening. Valid driving license and good driving record required, drivers must complete a DMV check. Offer is contingent upon proof of vaccination against the COVID-19 virus or willingness to obtain vaccination upon hire. For questions related to Heart of Oregon's vaccine mandate, please speak with the hiring manager. We are an Equal Opportunity Employer, women and minority candidates are encouraged to apply.

Interviews will take place on a rolling basis. All applicants will be contacted by phone or email regarding your application results by the end of the process. We strive to respect the time and effort required to apply.

*Heart of Oregon Corps is an equal opportunity employer; auxiliary aids and services are available upon request to individuals with disabilities. Alternative formats are available upon request by contacting [hr@hearttoforegon.org](mailto:hr@hearttoforegon.org). As a recipient of Federal financial assistance, Heart of Oregon Corps is prohibited from discriminating on the grounds of race, color, religion, gender, national origin, age, disability, political affiliation or belief, and against any beneficiary of programs on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States.*