

Position Title: Portland Engagement Coordinator (EC)  
Reports to: Engagement Manager  
Status: Full-time, salaried (non-exempt)  
Schedule: Flexible, weekends required April-September  
Location: Portland, OR (negotiable) in-person and virtual office,  
field work in Columbia Gorge and Mt. Hood regions  
Compensation: \$40,000 annual salary | \$400/month Health Reimbursement Account |  
Optional 403(b) with 3% employer match after 1 year | Unlimited paid time off policy



### ***Role of the Engagement Coordinator***

Trailkeepers of Oregon's mission is to protect and enhance the Oregon hiking experience through stewardship, advocacy, outreach, and education. We are seeking someone to join our growing team who can take on a dynamic role that blends on-the-ground volunteer programming, shaping and broadcasting TKO's voice, and supporting behind the scenes organizational growth. This role is ideal for someone who is passionate about making Oregon's trails and outdoor spaces safe and welcoming for all.

The Portland Engagement Coordinator's (EC) primary responsibilities are coordinating TKO's Trail Ambassador program, supporting Trailkeepers University Crew Leader School training program, and assisting with organization-wide communications. The Portland EC also provides support for annual fundraising campaigns and special events, including donor and volunteer outreach.

Studies show that women and people of color are less likely to apply for jobs unless they believe they meet every qualification listed in a job description. TKO values lived experience and we are dedicated to embracing diversity. If this role sounds exciting to you, we want to hear from you!

### ***Essential functions/responsibilities***

#### **Program Coordination**

1. Coordinate regional Trail Ambassador program season (April - Sept.), including event posting, managing volunteer registrations, equipment logistics oversight, and in-person volunteer support 1-2 times per week.
2. Recruit and train Trail Ambassador volunteers, including training updates, facilitating background checks, and monthly volunteer outreach activities and events during the program season (April - Sept.).
3. Oversee Trail Ambassador volunteer data gathering, tracking, reporting and fulfillment across Portland, Columbia Gorge and Mt. Hood.
4. Assist Engagement Manager with Trail Ambassador Network growth, including relationship building with potential and current partner organizations.
5. Partner with the Stewardship team to host TKU Leadership School events (Diversity, Equity and Inclusion trainings/workshops, Crew Leader training/workshops, Ambassador trainings) including event registrations, volunteer outreach, and day-of logistics.
6. Oversee volunteer trainee data, progress tracking, and fulfillment.

#### **Communications and Fundraising Support**

1. Support implementation of the annual TKO communications plan across all platforms, including social media and email marketing.
2. Assist with the annual TKO fundraising plan - appeals, renewals and special appeals, including preparing and distributing appeal communications and fulfillment.
3. Assist with building the functionality of our donor and volunteer databases (Bloomerang, Eventbrite, MailChimp), including data entry, imports and exports, maintenance, and tracking.
4. Provide a high level of service to foster strong relationships with current and future members/volunteers.

### ***Desired Skills, Knowledge, and Abilities\****

- Demonstrated ability to work with people of diverse races, ages, genders, sexual orientations, abilities, and economic backgrounds.
- A passion for TKO's mission, vision, and values, and an interest in protecting trails and connecting people to the outdoor spaces of Oregon.
- Strong interpersonal skills and desire to ensure a safe, fun, and quality volunteer experience.
- Experience recruiting, training, and leading volunteers, including both in-person and virtual events.
- Experience developing communications strategies and digital content for web and social media platforms.
- Experience using database systems (or similar) to create reports, templates, and forms.
- A high level of individual initiative, creativity, and the ability to work independently to plan, prioritize, and organize a dynamic workload with limited supervision.
- Ability to work independently to plan, prioritize, and organize a dynamic workload.
- Attention to detail, high standards, and accuracy, especially error-free data entry and writing.
- Ability to travel periodically to support state-wide stewardship efforts.
- This position requires a valid driver's license in good standing.

*\* Formal education is not required for this role. However, a strongly aligned skillset is. Please take care to write a letter of interest that concisely explains why you're right for this role.*

### **Steps to apply, include the following in the Google Form link below:**

- Resume - please include professional, educational, and volunteer experience
- List of at least 3 references
- 1-Page Letter of Interest, please include the following:
  - TKO is dedicated to diversity, equity, and inclusion in our programming and needs staff, volunteers, and supporters that recognize the importance of safe access to the outdoors. Based on your past experience, share a specific example of how you would make people feel welcome and safe at a volunteer event.
  - Every communication to our supporters, volunteers and partners should demonstrate our value and include a call to action. What do you appreciate about the role TKO plays in protecting and enhancing the hiking experience and why do you think people should give back to our organization?
  - The heart of TKO's programming is our community of enthusiastic volunteers and supporters. How would you, in the role of Portland EC, elevate and celebrate the efforts and investment of our diverse community?
- Submit these items to the Google Form [HERE](#)

### **Timeline:**

- February 25th - Job posted and resumes reviewed on a rolling basis; candidates invited to interview
- Mid-March - First round of interviews; reference checks
- Position begins when the best candidate is found – ideally no later than April 15th.

*The purpose of this position description is to provide information reflecting current practices. This position description does not constitute nor create any contractual agreement, rights, or obligations. Successful candidates must be willing to submit to a background & criminal history check. This position description may be amended.*