

# Job Description

## *School & Community Partnerships Manager*

### POSITION DETAILS

**Salary Range:** \$62,400- \$72,400

**Hours:** Full Time - 40 hr/ week

**Location:** Portland, Oregon

**Reports to:** Executive Director

Created in 2015 by two Black women, ELSO Inc. provides culturally relevant education and leadership development opportunities that invite Youth of Color to Experience Life Science Outdoors (ELSO). Our mission is to teach and frame science and nature-based education through a lens that centers and elevates the stories, ways of knowing, individual needs, and lived experiences of Black and Brown communities. ELSO Inc. seeks to reduce the achievement gap in STEAMED (Science, Technology, Engineering, Arts, Math, Environment, Design) education and professions while creating a sense of belonging for Black and Brown people in the natural and built environments. ELSO Inc. uses a multi-cultural approach to STEAMED education rooted in environmental justice and cultural history. We are demonstrating a model for STEAMED education led by People of Color.

### POSITION OVERVIEW

ELSO Inc. is hiring a School & Community Partnerships Manager to grow our K-12 relationships.. The SCPM will be responsible for three main areas of programming, including summer School, the Portland Vancouver Canopy Collective, and Youth Climate Education Project. Leading and developing school partnerships for summer school programming across Oregon and Washington, the SCPM will bring lessons and activities from ELSO programs to create new education partnerships through existing summer school programming. The SCPM will also take on the key leadership role in launching the "Portland Vancouver Canopy Collective" (PVCC), a dynamic, collaborative, new federally funded project to address climate resilience and healthy communities. In the next five years, the project will plant 2,500-3,000 street trees in four environmental justice neighborhoods (Fruit Valley, Fourth Plain, Parkrose, and Lents); employ 24 youth in living wage internships; and connect hundreds of families to nearby nature. Finally, the SCPM will manage the Youth Climate Education Project (YCEP) project. The role will have supervisory responsibility for staff and seasonal educators.

### ESSENTIAL DUTIES

#### *Program Development and Management of Portland Vancouver Canopy Collective (PVCC)(55%)*

- Oversee management of systems, processes, and timelines for the project as a whole
- Primary point of contact for collaborative/PVCC community partners
- Assist with project tracking, quarterly reporting, invoicing, and reimbursements, including gathering federally compliant invoices from partners
- Lead student/intern vetting and the direct service site placements of all interns within the PVCC
- Assist in the development of community engagement activities, lessons, and workshops in support of project goals
- Lead on contracting with partners, subject matter experts, etc.
- Event planning to support associated outreach events

## **School & Community Partnerships (20%)**

### **Government Relationships**

- Local and regional government relationships in Oregon and Washington to support the 5 years of the PVCC
- Serve as liaison to all government agencies with regard to specific government-funded projects and any others that require cross-agency collaboration
- Know the rules by reading the proposal, contracts, and sub-contracts associated with the PVCC project.

### **Nonprofit Community and Higher Education Relationships**

- Maintain relationships with Oregon and Washington nonprofits working collaboratively with ELSO Inc. to deliver on PVCC grant objectives
- Serve as liaison to all community partners associated with regard to specific government-funded Grant objectives, deliverables, and general invoice tracking
- Facilitate meetings with partners and ensure they are having a positive experience collaborating

### **Summer School**

- Serve as primary for managing external communication around summer school opportunities, including working collaboratively with ELSO Inc. Devcomm team to conduct outreach to Oregon and SW Washington elementary and middle schools.
- Work with the Head of Operations to set annual income goals for summer school
- Responsible for meeting school recruitment targets
- Collaborate with Wayfinders Program Director to staff summer school program and provide Additional support to educators and interns as necessary

### **Internship Program**

- Responsible for the ELSO Inc. Internship program recruitment and outreach to schools and students
- Direct placement in the appropriate department
- Support onboarding & orientation for new interns

## **Misc Teamwork and other duties as needed (10%)**

- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, participating in professional societies, etc.
- Support maintenance of ELSO branding, supplies, office space, and administrative systems by understanding and following policies, processes, and procedures for supply organization, file storage and naming conventions, branding guidelines, communications logs, and departmental budgets
- Be friendly, accessible, and responsive to the public in all job duties, including communicating professionally and knowledgeably about ELSO Inc.'s mission, fundraising efforts, and programming.
- Commit to following ELSO, Inc.'s approach to problem-solving both internally as well as with partners, contractors, volunteers, program participants, funders, donors, and the general public
- Participate in regular staff and planning meetings, including the annual in-person overnight staff retreat

## **Program Management Youth Climate Education Project(YCEP) (15%)**

- Drive meetings for management of existing systems, processes, and timelines for City-funded project
- Assist in the development of community engagement activities, lessons, workshops
- Lead on contracting with partners, subject matter experts, etc.

## DIRECT REPORTS

- Educator
- Project-related Interns
- Summer School Seasonal Education Team

## REQUIRED QUALIFICATIONS

- Bachelor's Degree or higher in Education or related degree
- Must be able to pass a background check as required by the Oregon Department of Education for Positions that work directly with youth (Oregon State Department of Education Disqualifying Crimes 342.143) and have a clean driving record for 1 year before application
- 5 years Project Management experience
- Ability to manage tree planting and maintenance activities and/or work with partners to ensure Successful restoration activities.
- Demonstrate 5-10 years of personal and professional experience working with Black, Latino, multiracial, Indigenous, and low-income children and families.

## PREFERRED QUALIFICATIONS

- Demonstrate commitment to and successful background understanding of implicit bias, Trauma-informed practice, institutional oppression, and systemic oppression
- Exceptional time management skills and the ability to meet challenging and conflicting deadlines on time on a regular and consistent basis
- Strong cross-cultural communication skills both verbal and written and ability to excite, engage and affirm diverse participants
- Experience and knowledge of native tree ecology, planting, and maintenance.
- Leadership experience in developing and evaluating curricula for formal or informal K-12 education programs
- Familiarity with STEAMED fields, including work or volunteer experience in science, technology, engineering, arts, mathematics, environment, or design
- Knowledge, understanding, and experience developing and delivering culturally responsive practices and teaching

## BENEFITS

- Flexible schedule
- Generous Sick, Vacation, Holiday, PTO Days
- Health Insurance
- 401k after 1 year
- Phone and Internet Stipend or work phone
- Mileage reimbursement
- Vision Insurance
- Dental Insurance

## TO APPLY:

Send a resume and communication of interest (cover letter, email, and videos are all accepted) to [jobs@campelso.org](mailto:jobs@campelso.org). **Applications are open until filled.**