



## Activities Coordinator (Part Time) Job Description

### Who We Are:

Family of Friends' mission is to leverage the power of mentoring relationships in East County to support positive self-identity and youth leadership, so young people have a platform to build the futures they want for themselves and their communities. We prioritize youth in Gresham and East Multnomah County from low-income backgrounds with our signature outside-of-school mentoring program, and our school-based Latina Girls Groups. 70% of our youth identify as kids of color and start their mentoring relationships between 6-12 years old. In 2016 we successfully spun-off into an independent organization and moved to Gresham in partnership with the City of Gresham.

### Why work for us?

Do you believe in the power of relationships to transform lives? Do you love working with kids and value joy and play as a tool for kids to succeed? Do you love planning and coordinating impactful group activities for young people and their mentors? Would you like to learn and grow with a young nonprofit? If you answered yes to these questions, Family of Friends is the place for you!

You'll be joining a fun-loving, dedicated team of 4 staff, 12 board members and over 60 dedicated volunteer mentors. You'll be ready to model the deep connections and healthy relationships we aim to build in our 70+ mentor/mentee matches. Although much of the administrative work will be remote, our office is based at Gresham City Hall and our matches reside in East Multnomah County. Visit our website to learn more about what we do [www.family-of-friends.org](http://www.family-of-friends.org)

### Position Details

After five years of setting down roots in East Multnomah County, we are expanding our outside-of-school mentoring program by adding a part-time Activities Coordinator. This new position will report to the Program Manager and work closely with the program team to plan and coordinate all of our monthly group activities for youth/mentor matches, and assist with volunteer enrollment as needed. The Activities Coordinator will also act as an assistant mentor, spending time with youth whose volunteer mentors cannot attend group activities, and may transport youth to and from activities when appropriate.

Our organization is committed to bringing meaningful and equitable outcomes to our participants. We are focused on equity in many ways, including a culture of shared power, consensus decision making, positive self-identity, consistent review of our internal systems, and a commitment to staff, board and volunteers reflecting the identities of the youth and families we serve. ***We will prioritize candidates who are excited to participate in our equity journey, and who share the lived experience of our kids and families.***



**Status:** Hourly, non-exempt, part-time (20 hours/week)

**Pay Range:** \$16 - \$17 per hour, based on experience

**Benefits:** Generous paid time off, sick leave, pro-rated holidays, medical and dental

**Schedule:** Flexible. This is *not* a 9 to 5 position. Must be available until 8pm at least 2-3 weekday evenings per week and multiple weekend days per month (more in the summer). Remote work options available during COVID.

**Education:** High-school diploma **and/or** relevant volunteer or work experience in youth-serving organizations preferred. If you don't have this experience, tell us why you'd be awesome without it. Bilingual in Spanish or Vietnamese preferred.

**Requirements:** Access to reliable vehicle and local travel required. Current driver's license and clean driving record required.

**Supervisory Responsibilities:** None

**Submission Details:** Submit resume and **cover letter** to Michelle Kosta [mkosta@family-of-friends.org](mailto:mkosta@family-of-friends.org)

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**Competencies:**

**Organized and detail oriented:** The primary role of this job is event coordination! You love organizing events and managing all the details to make them a success. You collaborate with the team on ideas and manage your work in a way that respect the time and workloads of staff and volunteers.

**Creative and fun:** You are energized by planning fun and age-appropriate group activities for our youth and mentors in the community. You seek out opportunities to bring leaders of color, and youth leaders into our events as speakers, hosts and volunteers.

**Collaborative Communicator:** You are an active listener who uses empathetic expression. You prioritize making decisions as a team.

**People-Centered & Emotionally Intelligent:** You are self-aware and thrive on compassionate connections with people.

**Equity Focused:** You center youth voice and choice. You are ready to frame your work with a youth-centered and racial justice lens to build shared leadership with those most affected by historical oppression in our program.

**Self-motivated and Reliable:** This job will require initiative and independence, and much of it is done outside the office. We need someone who can responsibly handle freedom.

**Flexible and solutions-focused:** As a small organization, our staff wear many hats, and we rely on each other to expose blind-spots and work together to problem-solve. If you're having an issue, we want your ideas for a solution. If you make a mistake, we want you to learn from it and change future behavior. We also expect you to have a life outside of work. If you work hard for us, we work hard for you.



## **Position Responsibilities**

### **Plan and Coordinate Group Match Activities**

- Assist Program Manager to create an annual calendar of monthly match activities that build youth confidence, positive identity, joy and relationships
- Coordinate planning, logistics, food, transportation, venue and speakers/guests for group match activities, set up, clean up.
- Manage youth and mentor RSVPs to events
- Assist in activity facilitation with mentors and youth
- Seek out and manage tickets to community events (Blazers, Zoo Lights, local festivals etc.) and scholarships to camps and classes/sports.
- Assist Program Manager to develop teen nights and to launch our first Youth Council
- Coordinate with Recruitment and Outreach Manager on events sponsored by business partners (Bank Day, Juneteenth etc.)
- Assist Program Manager to coordinate and plan annual appreciation events like volunteer appreciation luncheon, family picnic and holiday adoptions.
- Assist Program Manager to coordinate matches during annual fundraising events like Kids Choice Benefit Concert (Spring) and Open House (Fall).
- If possible, provide transportation to and from match activities for youth, if primary mentor is unable to attend
- Spend time with youth whose mentors are unable to attend group events, making sure they feel welcome and included at events.

### **Volunteer Mentor Enrollment**

- Assist Program staff to:
  - Contact initial volunteer mentor inquiries
  - Run volunteer background and reference checks
  - Schedule volunteer interviews with Program Staff
  - Gathering surveys at group events
  - Entering data into volunteer database

Please send resume AND COVER LETTER to [Mkosta@family-of-friends.org](mailto:Mkosta@family-of-friends.org)

**Applicants who submit a resume without a cover letter will not be considered.**