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# Job Opportunity

## Siuslaw Vision Connections Coordinator

Posted online –

<https://siuslawvision.org/job-opportunity-connections-coordinator/>

**Applications due by Wednesday, May 1, 2024, 5:00 p.m.**

Contact: [vision@siuslawvision.org](mailto:vision@siuslawvision.org)

Siuslaw Vision is looking for a Siuslaw community builder to join our team for **up to 20 hours per week (0.5 FTE)**. If you love the Siuslaw region, are passionate about connecting with people to help make our community better, and are adaptable and creative, we'd love to hear from you.

The new Connections Coordinator will work with the current Siuslaw Vision Coordinators, contractors, and volunteers. The ideal candidate will enjoy interacting with people one-on-one, and in large and small groups, and will be comfortable sharing the mission of Siuslaw Vision and asking for the community's support.

Currently we are seeking someone to focus on increasing **Siuslaw Vision partnerships**, supporting our region's **child care capacity building**, developing our **Visionaries ambassador program**, and coordinating a ten-year **refresh of the Siuslaw Vision**.

All of Siuslaw Vision's work is done using a [community-led approach](#), which means you'll be working closely with volunteers and other active members of our community to support them in achieving community vision projects.

Siuslaw Vision is committed to work-life balance and provides a flexible, remote work schedule.

Reports to the Board of Directors, the governing body of Siuslaw Vision.

- Part-time employee position (.5 FTE) **up to 20 hours** per week, depending on funding availability
- \$30 per hour + paid leave and health care stipend
- Hours and Funding: This position offers up to 20 hours per week, with actual hours dependent on available funding.

- Funding Dependent: Siuslaw Vision's operations, including all employment positions, rely on grants and donations. As such, position availability and hours may vary based on funding.
- Employee will work remotely, but must live in the Siuslaw region of West Lane County and be able to attend frequent meetings and events in Florence and the surrounding area.
- If you need help with this form or have any questions, email [vision@siuslawvision.org](mailto:vision@siuslawvision.org).

## About Siuslaw Vision

Building a better Siuslaw community together

Siuslaw Vision convenes, catalyzes, and connects individuals and organizations who want to improve quality of life for people living in the Siuslaw region. We help people implement locally-owned solutions that address community-identified goals. Learn more at [www.SiuslawVision.org/about](http://www.SiuslawVision.org/about).

[Visit our website \(siuslawvision.org\)](http://www.SiuslawVision.org) to learn more.

## How to Apply

To apply, please submit the following through our [Application Form](https://siuslawvision.org/job-opportunity-connections-coordinator/) at <https://siuslawvision.org/job-opportunity-connections-coordinator/>:

- Information requested on the form:
  - Your contact information
  - Experience in building community, either professionally or personally
  - Experience you've had with Siuslaw Vision (volunteer, attending events, etc.)
  - Experience in establishing and tracking community partnerships
  - Experience in child care coordination
  - Experience supervising/mentoring employees and experience with AmeriCorps/RARE
  - Experience in developing volunteer programs
  - Experience with community visioning and gathering community input
  - Anything else you'd like us to know that makes you a strong candidate for a Vision Coordinator position
- A resume outlining your skills and experience.
- **Optional** supplemental materials

Please submit your information through our Google Application Form. We will confirm receipt

of your materials. If you need an alternate submission method, please contact [vision@siuslawvision.org](mailto:vision@siuslawvision.org) by email. Thank you for your interest in Siuslaw Vision!

# Job Description

## Siuslaw Vision Connections Coordinator

### General Description/Objective

The Vision Connections Coordinator, under the supervision of the Siuslaw Vision Board of Directors and guidance of the Siuslaw Vision Team, helps build a better Siuslaw community by developing relationships, connecting people, communicating, serving as a community liaison, and providing support. The Connections Coordinator works with the Vision Team and the Vision's community partners to support long-term, sustainable action related to the community vision's focus areas of Working, Happy, Educated, Connected, Creative, and Active People. In addition to the General Duties and Responsibilities, the Connections Coordinator will be responsible for specific ongoing activities (see Specialization section for detailed description).

### General Qualifications and Requirements

- Demonstrates ability to effectively interact with diverse individuals and organizations in a rural setting.
- Demonstrates strong support for the Siuslaw Vision's strategic direction and goals.
- Has a history of patience, tact, and good judgment with continuous positive feedback from volunteers, other community representatives, and supervisors in previous employment.
- Is a strong team player and problem solver.
- Demonstrates creativity, flexibility, and positive attitude.
- Comfortable working in online and digital environments.
- Able to work occasional weekend and evening hours.
- Maintains a valid Oregon driver's license and is able to drive to various locations on Vision business utilizing their personal vehicle. (Mileage reimbursement available)
- Has ability to maintain confidentiality with regard to sensitive and controversial subjects and information.
- Is self-motivated and able to work independently with limited supervision.

# Supervision

The Siuslaw Vision Board of Directors supervises the Connections Coordinator. The Board of Directors sets policy and ensures Siuslaw Vision is operating as a responsible 501(c)(3) nonprofit organization. The Connections Coordinator scope of work is guided by the Vision Team.

## General Duties and Responsibilities

- Participates in a wide variety of duties required to plan and facilitate the work of the Vision Team.
  - The Vision Team is a volunteer steering committee that defines the work of Siuslaw Vision, based on current strategic needs in the community.
- Works with Vision Team, Board, and contractors to develop and execute fundraising strategies to sustain Siuslaw Vision operations and projects.
- Builds and maintains relationships with Siuslaw region governments, organizations, businesses and individuals to further the work of the Vision Team.
- Participates in Vision and Vision-related committees.
- Works with other Vision Coordinators to oversee the online community calendar maintained by Siuslaw Vision.
- Interacts with Siuslaw Vision funders, partners, and potential funders to communicate the Vision's accomplishments and needs.
- Provides clerical and logistical support for Vision meetings and programs.
- Provides timely and accurate information to the Siuslaw Vision Team.
- Maintains statistics and data for reporting to Siuslaw Vision partners and funders.
- Researches trends in community building and applies that knowledge in the Siuslaw region.
- Other duties as assigned, including logistical, event, and clerical support for the Siuslaw Vision.

## General Abilities, Skills, and Knowledge

- Demonstrates strong knowledge of Siuslaw region organizations, trends, and community demographics.
- Working ability to communicate effectively both orally and in writing.
- Strong ability to use various word processing, spreadsheets, presentation, and print and online publishing programs.
- Working ability to use Google Drive for file sharing and collaboration.
- Experience using remote meeting software, such as Zoom, Google Meet, or Microsoft Teams, to run remote or hybrid meetings.
- Willingness to work using a [community building approach](#) in the Siuslaw region.

- Demonstrated ability to interact effectively with community organizations and volunteers to provide positive representation of the Siuslaw Vision.
- Ability to routinely lift and carry 10-40 pounds with or without accommodation.
- Ability to sit, stand, and perform general office duties with or without accommodation.
- Continually assess community needs and outreach resources to bring this information back to the Vision Team.
- Knowledge and use of effective techniques for interacting positively with a variety of individuals from various socioeconomic, cultural, and ethnic backgrounds.
- Knowledge of various community and regional resources and programs.
- Experience in effectively working with volunteer boards and organizations.

## Experience and Training

The ideal candidate will have at least two years of relevant experience and will demonstrate they have the knowledge, skills, and abilities required for the position. A bachelor's degree in an area of study relevant to the position is preferred, but candidates with work and life experiences in lieu of a degree are welcome.

If you are interested in this position and believe that you have the skills and experience to be successful, we encourage you to apply. We are looking for someone who is passionate about the work we do, eager to learn, and who is excited to be a part of our team.

## Specialized Duties and Responsibilities

In addition to the General Duties and Responsibilities listed above, the Connections Coordinator will be responsible for the five specialty areas below, listed in order of importance.

1. Establishes, supports, and tracks Siuslaw Vision partnerships with other community organizations and businesses.
2. (if a RARE Americorps member is selected for our region) Works with and helps direct RARE AmeriCorps member on child care coordination. The Vision Coordinator will provide higher level oversight, with a focus on sustaining the RARE work after year one.
3. Works with Lane County child care sector strategist, Quality Care Connections, and the Florence regional child care team to move child care projects forward and help providers and families connect.
4. Develops and markets Visionaries (ambassadors) program to bring more volunteers to Siuslaw Vision and community building work. Provides support for Siuslaw Vision volunteers (recruitment, orientation, facilitating meetings, tracking volunteer projects, etc.).

5. Coordinates the Siuslaw Vision Refresh initiative (with support from subcommittee and other staff).

## Working Conditions

This job includes self-directed, remote office work and personal contact with community members and Vision volunteers at meetings and events. Siuslaw Vision does not maintain an office. Collaboration with various community agencies and organizations is vital. The position requires cultural, racial, ethnic, and economic diversity sensitivity.

Hours of work may vary from day to day and may include evenings and weekends depending on the needs of the organization, volunteers, and community members. The position requires a consistent number of hours each week, but the employee can set their own schedule most weeks to accommodate personal needs. Occasional overnight travel may be required to attend statewide meetings and training. Work–life balance is important to Siuslaw Vision. Accrued leave and holidays are expected to be used.

**Siuslaw Vision celebrates diversity and inclusion.** We value all people without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, marital/family status, or veteran status. Siuslaw Vision is an equal opportunity employer.