



www.fhpdx.org

Enrichment Coordinator

Friendly House values equity, diversity, and inclusion. People with lived experience in communities of color and other marginalized groups are encouraged to apply.

Job Overview

The Enrichment Coordinator is responsible for the coordination of community programming at Friendly House and out in the community. This position plans, coordinates, and often leads programming for adults, older adults, and families on site and within the apartment communities we serve (Home Forward). Programming may be virtual (online classes) and in person. Successful candidates are expected to demonstrate effective communication, facilitation, administrative skills, strong organizational skills, and an ability to be sensitive to the needs of all community members.

Responsibilities and Duties

- Develops, coordinates, and/or leads programming including classes, events, and activities to appeal to a diverse community. This includes virtual programming and in-person programming at Friendly House and Home Forward communities
- Create the Home Forward calendars that include all programming available for all properties, and deliver the calendars to all of the properties.
- Work closely together with Community Center Manager and Community Services Director to create Newsletters and/or Catalogs of all programming available at Friendly House.
- In collaboration with Community Center Manager, plans and coordinates at least three large community-building events annually (Winter Party plus two culturally specific events), with support from agency and DEIA (Diversity, Equity, Inclusion, and Accessibility) committee.
- Oversees and, as needed, participates in program and event delivery both virtually and in person.
- Create innovative programming through research and finding new partners, instructors, or facilitators for virtual and/or in-person activities at Friendly House and Home Forward communities.
- Play a leading role in coordinating Community Night Programming (Friday 6–7:30pm) with Community Center Manager. This may include leading the activity depending on staff capacity and availability.
- Under the guidance of the Community Center Manager and Friendly House marketing staff, develops and implements marketing strategies for the program, including promotional events, marketing tools, advertisement of the program, and annual marketing plans.
- Works closely with Community Center Manager on executing programming including classes, events, and activities to appeal to a diverse community.
- Serve as a back-up for front desk coverage as determined by Community Center Manager.
- Inspires and motivates staff to reach personal, team and organizational goals.
- Assists the development department in program-specific grant writing and supports agency fundraising events.

- Models and ensures high-quality customer service.
- Other duties as assigned.

Requirements

Skills:

- Excellent oral and written communication skills.
- Good organizational skills.
- Patience, flexibility, and responsibility.

Ability to:

- Incorporate Friendly House mission, vision and values into your work life.
- Learn and understand the concept of Trauma-Informed Care (TIC).
- Maintain positive interactions in stressful situations involving customers of all ages and backgrounds.
- Work cooperatively with Community Center staff and all Friendly House staff members, understanding that all programs support the fulfillment of the mission.
- Work independently with little supervision.
- Maintain confidentiality.
- Be culturally responsive.

Qualifications

- Minimum of three years of progressive responsibility for leading and managing programming in a nonprofit setting.
- Pass a criminal background check.
- Be able to lift up to 25 lbs.
- Nonprofit social service experience is a plus.
- All Friendly House employees are required to be vaccinated against COVID-19 and practice all COVID safety measures as indicated by the CDC and other health authorities.

Benefits

Health and dental package valued at \$5,000/year and up to a 4% employer match on employee contributions to our 403(b) retirement plan, paid vacation, sick leave and holidays (prorated based on FTE). Free access to day camps for employees' children ages 5–12 (winter, spring break, and summer camps), as well as free after-school care for children ages 5–12. At least a 50% discount on preschool fees for children ages 3–5 who meet all other enrollment eligibility. Steeper discounts will be made available for families who qualify for scholarships. A Friendly House fitness membership and discounts on some activities are also provided.

Send resume and cover letter (required) to:

Email (PDF preferred):

hr@fhpx.org

Mail:

Hiring Manager
Friendly House, Inc.
2617 NW Savier St.
Portland, OR, 97210

Reports To: Community Center Manager
Posting URL: www.fhpdx.org/jobs
Travel Required: Local travel to and from Home Forward (mileage reimbursement available)
Position Type: Full-time/non-exempt. 40 hours per week. \$19 per hour.
Job Conditions: In-person position with some flexibility for remote work. This role is performed in-person in a supportive, fast-paced, environment, in a wheelchair-accessible building, and in accessible and non-accessible buildings in the community. Some non-traditional work hours will be required.
Date Posted: July 1, 2022
Posting Expires: July 11, 2022

Notice of Non-Discrimination

Friendly House values equity, diversity, and inclusion. People with lived experience in communities of color and other marginalized groups are encouraged to apply. It is the policy of Friendly House to treat all people with dignity and respect. The agency prohibits discrimination based upon race, sex, religion, color, gender identity, age, national origin, marital or familial status, pregnancy, sexual orientation, citizenship status, military service, veteran status, housing status, source of income, political affiliation, union affiliation, physical or mental disability or other protected status in accordance with applicable law. In addition, we shall not discriminate against minority-owned, women-owned or emerging small business.

About Friendly House

Friendly House, a nonprofit neighborhood center and social service organization, promotes the interdependence of people from all walks of life to meet educational, recreational and human service needs in the Portland Metropolitan area. Friendly House creates opportunities for people of all income and age groups to increase social capital, which we define as the bonds that encourage mutually beneficial support. We operate two major programs in Northwest Portland: Community Services and our Children's Programs. Founded in 1930, the organization has remained true to its settlement house roots, giving special attention to the needs of people facing extraordinary challenges, including children, low-income families, older adults and LGBT older adults, to assure their inclusion in the fabric of society. We encourage applicants to visit our website (www.fhpdx.org) to learn more.