



**Oregon Toxics Alliance is seeking a
Community Outreach Coordinator**
Application Opens July 28, 2010 until filled
www.oregontoxics.org/jobs.html
OTA's office is located in downtown Eugene.

Oregon Toxics Alliance (OTA) is seeking a Community Outreach Coordinator. This person must demonstrate a strong commitment to protecting the environment and human health. This staff position will work closely with the executive director, board of Directors and other program staff to develop a comprehensive strategy for educating the public and help coordinate communications with OTA's existing and potential partners (organizations and individuals).

We are looking for someone who is self-motivated, organized, can juggle multiple tasks and deadlines effectively and is an excellent, efficient writer who appreciates a collaborative writing process. S/he should enjoy working with diverse people and have strong social and interpersonal skills.

OTA is a fast-paced, mission-driven work environment. We need patience, perseverance and a sense of humor to do this advocacy work. This is a 16-20 hour per week position. We anticipate that this position will grow into a full time position.

DESCRIPTION OF DUTIES:

- Leading OTA's community organizing efforts
 - Occasional neighborhood canvassing (non-fundraising)
 - Training others to be effective organizers
 - Attending public meetings and forums
 - Speaking with community and student groups about OTA campaigns
 - Speaking with the media
- Recruiting and supervising volunteers and interns
- Managing online listings, electronic petitions and social networking profiles
 - Making improvements to, identifying ways to increase online presence
- Writing
 - Content for a semi-annual newsletter and regular emails to OTA members
- Tabling at events throughout the year and assist in planning special events and fundraisers
- Assisting with program research, writing reports and taking action on OTA's 3 areas:
 - Reducing pesticides
 - Promoting air quality policies
 - Reducing industrial pollution

QUALIFICATIONS REQUIRED:

- Have at least 1 year of previous organizing or non-profit experience
- Have a bachelor's degree or equivalent work experience
- Be able to work independently, be organized and meet deadlines
- Be able to speak clearly and confidently in front of large groups or with new contacts
- Be familiar with applications such as Word, Excel, Photoshop, and InDesign (experience with Vertical Response or similar email marketing services, Wordpress and Dreamweaver is a plus!)
- Experience with social media and networking
- Ability to speak and read Spanish is beneficial



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Pay is on an hourly basis commensurate with previous experience. Please send your resume, three work or educational references, and a cover letter to info@oregontoxics.org. Please be prepared to submit a writing sample if we contact you for further information.

Applications will be pre-screened for the following minimum requirements:

- Have at least 1 year of previous organizing experience (with a reference)
- Have a bachelors degree or equivalent work experience
- Experience with applications such as Word, Excel, Photoshop, and InDesign