

Hoyt Arboretum Friends



COMMUNITY ENGAGEMENT COORDINATOR

Position Description

Position: Community Engagement Coordinator

Reports to: Deputy Director

Classification: Full-time, 40 hours per week (Tuesday - Saturday), non-exempt

Pay Range: \$21-\$25/hour

Application Deadline: 5pm on Friday, February 28, 2025

About Hoyt Arboretum

Hoyt Arboretum is Portland's museum of living trees. We're proud to be a center for botanical education, conservation research, outdoor recreation, and family-friendly activities. Hoyt Arboretum is also a free public park where all people can take part in the mental, spiritual, and physical enrichment that green outdoor spaces offer. We prioritize providing access and a welcoming environment for people of all backgrounds, so that no one is excluded from the health benefits and educational resources available at the park. Hoyt Arboretum thrives thanks to the partnership between Hoyt Arboretum Friends (HAF), a membership-based, nonprofit organization and Portland Parks & Recreation.

Our Mission and DEAI statement can be found [here](#).

Position Summary

Hoyt Arboretum Friends (HAF) is seeking a Community Engagement Coordinator to support outreach and engagement across departments, including education, volunteer engagement, and development.

The Community Engagement Coordinator will play a vital role in HAF's mission of bringing people and trees together by fostering community relationships and awareness through high-quality education and volunteer programs. This role will also involve supporting member engagement via written communications and in-person community events. The ideal candidate will be an effective and positive communicator with strong organizational skills, capable of managing multiple projects simultaneously.

We are looking for a candidate who thrives in building meaningful relationships and compelling engagement opportunities with the community by supporting diverse programs and initiatives at Hoyt Arboretum.

Duties and Responsibilities

Education Program Support

- Coordinate online registration, event communications, and in-person support for adult education and recreation programs. Serve as the primary point of contact for program participants
- Collaborate with the communications team to promote education and recreation programs across various digital platforms
- Coordinate scheduling and volunteer communications for public and private tours, as well as guided hikes
- Track attendance and program participation; develop and distribute attendee surveys to gather feedback and track program effectiveness

Volunteer Engagement

- Support HAF's established volunteer programs including stewardship, visitor engagement, education, and community science, as well as project- and skills-based roles
- Partner with staff to assess program needs and recruit volunteers accordingly
- Respond to volunteer inquiries in a timely and friendly manner, conducting interviews to determine the best volunteer fit
- Coordinate the placement, onboarding, and training of new volunteers to ensure a welcoming experience
- Manage volunteer engagement and recognition programs, including an annual volunteer appreciation event
- Facilitate scheduling for stewardship crews for corporate and community groups, as well as coordinating onsite event setup and registration
- Coordinate volunteer support for community and fundraising events
- Record and report volunteer hours using the volunteer management database
- Serve as HAF's community contact for volunteerism, including representing HAF at volunteer fairs and other outreach events

Development & Community Engagement

- Assist with fundraising and community events to engage and deepen relationships with current and potential supporters
- Support efforts to grow HAF's membership base through outreach, event participation, and communications
- Serve as the first point of contact for general inquiries from the public, providing timely and informative responses to boost engagement and build positive relationships
- Support community engagement via social media in collaboration with the communications team

Preferred Skills and Experience

We recognize that there are many different paths, experiences, and non-traditional backgrounds that add value to one's work, and we encourage applicants to apply even if they do not have all of the preferred skills and experience.

- Excellent written communication skills with a keen eye for detail and the ability to quickly write, edit, and respond to inquiries
- Effective public speaking and presentation skills
- Strong organizational and time-management skills, including multitasking and setting priorities
- Ability to work both independently and collaboratively within a dynamic, inclusive team environment
- Experience working with volunteers
- Experience planning and executing events
- Strong interpersonal skills and customer service-oriented approach
- Proficiency with Microsoft Office, Google Suite, WordPress, social media, and database management tools
- Demonstrate cultural competency and the ability to engage with diverse populations
- Fluency in an additional language (e.g., Spanish, Russian, Chinese, Vietnamese) is highly preferred

Compensation and Benefits

The pay range is \$21-\$25 per hour and will be based on years of experience and language fluency. We offer 20 days of PTO plus 11 paid holidays. For 2025, HAF is covering 100% of employee medical and dental costs on a Kaiser Permanente plan (family members may be included at the employee's expense) and a 3% retirement contribution. An employee parking permit or an alternative transportation (walking, biking, TriMet) incentive are provided. We prioritize a healthy work/life balance.

Work Space Expectations for Staff

The position will have a flex workspace in the Visitor Center at Hoyt Arboretum and will need to be present on days when in-person programs occur. Hours for this position are generally Tuesday-Saturday from 8am-4pm, but occasional weeknight and weekend hours may be required based on the program and event schedule.

How to Apply

To ensure full consideration, please apply by Friday, February 28, 2025 at 5pm by submitting your resume and cover letter (no longer than one page) that makes sure to address the questions below. We will continue accepting applications after this date, but cannot ensure all will be reviewed.

- What key experiences or skills from your career to-date have prepared you to succeed in the role of Community Engagement Coordinator at Hoyt Arboretum Friends?
- Can you share specific experiences in your personal or professional life that have influenced your approach to diversity, equity, access, and inclusion in community engagement or volunteer work?
- On what date would you be available to start work with HAF?

Email your cover letter and resume as a single PDF document titled LASTNAME_FIRSTNAME_CEC.pdf with a subject line of COMMUNITY ENGAGEMENT COORDINATOR APPLICATION to jobs@hoytarboretum.org. No phone calls or emails, please. Due to the large number of submissions, we may not be able to reply to all applicants.

Hoyt Arboretum Friends is an equal opportunity employer committed to a diverse, multicultural work environment. This job description is not all-inclusive and may be amended.