PERIOD.

Chapter Coordinator Job Description

Overview

The PERIOD Team is seeking to hire a Pacific NW Regional Coordinator/National Chapter Coordinator to support the National Chapter Manager in guiding the PERIOD Chapter Network, as well as assisting PERIOD chapters in Oregon, Washington and Idaho with their programs.

Time Commitment: 20-25 hours per week

Pay Range: $20-$23/hour

Responsibilities

The PERIOD Chapter network is the very core of the organization. With chapters in all 50 U.S. states and 50 other countries, PERIOD is able to serve, educate, and advocate for thousands of menstruators. PERIOD believes in the importance of youth leadership and activism, and therefore supports the action plans taken forth by all PERIOD chapters in their schools and communities.

The Chapter Coordinator is at the very core of the Chapter Team at PERIOD. The main responsibility of the PERIOD Chapter Team is to support the chapter network and their efforts of service, education and advocacy, and better the overall experience of chapter members. The Chapter Coordinator will be assisting the National Chapter Manager in streamlining chapter communications, expanding and bettering chapter materials, reporting on chapter activity, as well as coming up with creative ways of engaging and incentivizing chapters, amongst other things.

This position will provide you with substantial experience in remotely managing a large network of chapters, new and creative ways of engaging Gen-Z, as well as working both individually and as a team. PERIOD is headquartered in Portland, Oregon, but given the current global pandemic, this position will be remote. You can find your responsibilities, tasks, and deliverables outlined below.

The Chapter Coordinator will engage in some or all of the following activities:

- Onboarding new chapters and groups to the PERIOD network
- Manage email communications with chapters
- Keeping the chapter database up to date and accurate
- Support the implementation of new and existing PERIOD programs
- Assist in setting meetings with chapter members
- Depending on experience, assist in the creation of chapter graphics, posters, etc.
- Assist in the creation of content for the new PERIOD website and Chapter Portal, as needed
- Other duties as assigned

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Qualifications

We will consider exceptional candidates who demonstrate a strong combination of the specific qualifications and skills described below.

- Interest and demonstrated experience in the menstrual justice movement
- Computer and database skills (Salesforce and Mailchimp preferred)
- Knowledge of the national chapter structure of a nonprofit organization
- Demonstrated verbal and written communication skills, inclusive of social media
- Strong attention to detail, as well as empathy and sensitivity in communication
- Flexibility and adaptability in a fast-paced environment
- Self-motivated and self-starter attitude

PERIOD envisions a menstrual justice movement grounded in the principles of social and racial justice. As such, we strive to achieve excellence through a diverse and inclusive workplace that honors the unique talents and lived experiences of each person. Our vision and values are reflected in all our employment-related decisions, including hiring practices. Accordingly, PERIOD actively seeks people who bring diverse backgrounds and perspectives to join us in our work.