Job Title: Program Coordinator

Reports to: Executive Director

Salary/Benefits: $45,000.00 - $55,000.00, depending on experience. Medical benefits, paid holidays, accrued vacation. Full time, 40 hrs./week

Summary: Word is Bond is seeking a passionate individual to coordinate two leadership programs in a start-up nonprofit in Portland, OR. This dynamic position utilizes a combination of teaching, mentoring, and leadership development to empower rising Black men, ages 16-21. The coordinator will oversee our summer internship program, Rising Leaders, and our school year program, Word Up. The ideal candidate is excited about leading challenging discussions and workshops around racism and police violence, is comfortable with a schedule that changes by the week including participating in community events on some evenings and weekends, and has the skills to manage a cohort of 20 or so youth leaders. The program coordinator position offers a unique opportunity of developing curriculum and impacting lives in a big way. This position engages a range of stakeholders including parents, law enforcement officers, business leaders, and elected officials. Word is Bond is strongly committed to the values of diversity, equity, and inclusion. Those values are reflected in the composition of our board and staff, and will also be reflected in the hiring process for this position.

About Word is Bond: Word is Bond a 501c3 nonprofit based in Portland, OR that was founded in 2017. Our mission is to rewrite the narrative between young Black men and law enforcement through leadership development, critical dialogue, and education. www.mywordisbond.org

Primary job duties

- Work with the current cohort of 20+ youth leaders and develop their skills through Word is Bond leadership curriculum
- Maintain physical and emotional safety of youth participants by building strong relationships built on trust, communication, and clear expectations
- Recruit new youth leaders into Word is Bond programs including developing relationships with new potential pools of candidates
- Coordinate Rising Leaders internship program and Word Up school year program
• Develop curriculum, workshops, and events with the Executive Director
• Engage law enforcement partners including police chiefs and officers on issues of public safety, racial equity, and training
• Track and manage administrative paperwork and data with the support of the administrative manager
• Create and facilitate program evaluations and write end-of-program reports
• The Coordinator should be prepared for a startup environment with all employees expected to support various tasks and projects as the organization grows.

Experience and Qualifications

• Ability to manage summer programs, workshops, and discussions
• Strong leadership skills, interpersonal communication, and organization skills
• Experience working with youth and or coordinating youth programs is a plus
• Familiarity with Office Suite including Word, Excel, and PowerPoint

Education

A college degree is preferred but not required. The most important aspects beyond a well-rounded base education are an outgoing personality and a championship mindset.

Highlights of working with Word is Bond

• Meaningful work: Engage inspiring youth on important local and national issues.
• Creativity: Many opportunities to create your programs and events.
• Social: Connect amazing leaders, people, and organizations from across the area.
• Mobile: You won’t be stuck behind a desk all day, this position will take you around the community and for certain programs, across the country. Hybrid office/work from home schedule.
• Grow: Be part of a small team building a non-profit and grow along with us.

Other requirements

• Possess and maintain a valid driver’s license and a strong, safe driving record.
• Pass federal and state background checks with the ability to work with minors.

To Apply

Interested candidates should send a cover letter and resume to Savanna Smith at admin@mywordisbond.org with “[Your Name] Program Coordinator” in the subject line.

Word is Bond is proud to be an equal opportunity employer and does not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.