

Portland Business Alliance  
**POSITION DESCRIPTION**

**POSITION:** Partners in Diversity Program Coordinator  
**DEPARTMENT:** Partners in Diversity  
**REPORTS TO:** Partners in Diversity Program Director  
**UPDATED:** January 2019

**SUMMARY**

The Partners in Diversity Program Coordinator is an entry-level position directly responsible for the coordination and evaluation of assigned programmatic activities. The program coordinator will also work closely with the program director to provide high quality customer service to 200+ member organizations and community partners.

**ABOUT**

Formed in 2005 to support employers in Oregon and SW Washington, Partners in Diversity is an affiliate of Portland Business Alliance's Charitable Institute – a 501(c)(3) organization. Partners in Diversity aims to create a competitive advantage for our region by attracting, retaining and developing diversity influencers and professionals of color. We are a well-respected organization collaborating with over 200 member employers that pledge to cultivate inclusive work environments and diversify their staff. Together, we hope to achieve a thriving, diverse and welcoming community in which *all* people can work and live.

**ESSENTIAL FUNCTIONS**

**Events Coordination**

- Manage the logistics coordination of assigned programming for member organizations and community partners that pledge to advance diversity, equity and inclusion in the workplace. This includes, but not limited to, venue requirements, catering coordination, registration and volunteer management.
- Produce external-facing communications about programs. This includes mediums such as monthly newsletters, social media postings and website content updates.
- Support a 7-12 member volunteer program committee to develop and deploy programmatic improvements.

**Member Customer Service**

- Cultivate and maintain healthy work relationships with 200+ member organizations. This includes providing high quality customer service.
- Work closely with program director to gather feedback from diversity, equity and inclusion influencers to continuously improve the design and delivery of resources.
- Represent Partners in Diversity at events hosted by member organizations and external stakeholders.

Other duties and projects, as assigned by the program director.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong interpersonal and customer service skills
- Excellent communication skills both written and verbal
- Strong attention to detail, process improvement and timeline development skills
- Excellent computer skills, including Outlook, Publisher, PowerPoint, Excel and Word
- Ability to maintain and update website
- Cultural competency and ability to work with various community and industry representatives

### **SUPERVISORY RESPONSIBILITIES**

None

### **WORKING CONDITIONS**

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work is normally performed in a typical interior/office work environment.
- No or very limited exposure to physical risk.
- The employee may be required to push, pull, lift, and/or carry up to 20 pounds. Occasionally that requirement may be higher.
- The noise level in the work environment is usually quiet and, at all times, is within safe OSHA decibel constraints.

### **MINIMUM QUALIFICATIONS**

- 3-5 years of progressive experience in events planning
- 1-3 years of progressive experience in workplace diversity, equity and inclusion
- Experience working with and supporting systemically non-dominant groups
- Must have access to reliable transportation for travel to client offices for meetings and events.

*The Portland Business Alliance is 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.*

Submit cover letter and resume to Nnenna Lewis at [careers@portlandalliance.com](mailto:careers@portlandalliance.com).