Position Announcement

Communications and Office Coordinator

**Employment Status**: Part-time, 20 hours/week. Non-exempt.

**Compensation**: $14/hour

**Work Location**: Portland, OR

**Reports to**: Executive Director

**Start date**: Mid February, 2016

**Background**: Portland Fruit Tree Project (PFTP) is an award-winning non-profit organization that provides a community-based solution to a critical need: Access to healthful food. By empowering neighbors to share in the harvest and care of urban fruit trees, PFTP is strengthening communities, promoting health, and creating sustainable, cost-free ways for low income families to obtain locally-grown fruit. We register fruit and nut trees throughout the city, bring people together to harvest and distribute thousands of pounds of fresh fruit each year, cultivate community orchards on public lands, and teach tree care and food preservation in hands-on workshops. We currently have 2 full-time employees, 5 part-time employees, and 1,000+ active volunteers.

**Position Summary**: The Communications and Office Coordinator is responsible for marketing, media, and communications in order to promote the organization and its programs, support fund development efforts, and maintain and grow its positive public image. This position will work in collaboration with staff, board members, and interns to achieve brand consistency, coordination of messages, and compelling online and print communications of professional quality. This position will also provide administrative assistance to the Executive Director (ED), and will support the ED in coordinating office operations to ensure efficiency and function of office systems and equipment.

**Essential Functions (to include, but not limited to):**

- **Communications**
  - Work with ED and board members to develop and implement communications plan
  - Manage website and social media, and develop content
  - Compose and send monthly e-newsletters
  - Promote events, donation appeals, volunteer opportunities, etc. as needed
  - Oversee development of promotional materials, and ensure that they comply with PFTP branding
  - Compose and send press releases and facilitate media communications
  - Compile stories, photos and testimonials to tell the story of PFTP’s impact
  - Coordinate creation of Annual Report
  - Represent PFTP at networking events
  - Coordinate/mentor communications interns, when applicable

- **Office Coordination / Operations**
  - Maintain and acquire office supplies and equipment, as necessary
  - Coordinate web and database software updates/upgrades, address issues as they arise
  - Coordinate vehicle maintenance & repair
  - Coordinate computer maintenance & repair
  - Assist with other system and facility improvements, as necessary

- **Administration**
  - Provide general administrative assistance to ED, as necessary
• Tracking, data entry, printing and filing
• Coordinate/train office volunteers, when applicable

• Fundraising
  • Assist with event preparation, coordination, and follow-up, as necessary
  • Assist in communications with funders, business partners, and donors
  • Assist in development and marketing of sponsorship packages

• Other duties as assigned

Qualifications:

Required:
• At least two years professional experience in communications, marketing or public relations, office coordination, or nonprofit administration
• Excellent oral and written communication skills, and strong attention to detail
• Experience with web content management and social media
• Ability to work independently, and as part of team
• Ability to manage multiple tasks and deadlines
• Savvy with Microsoft Office as well as online email and website platforms
• Comfortable with basic computer maintenance on PCs (system upgrades, virus scans, etc)
• ‘Can-do’ attitude, adaptable, motivated to learn new things when necessary to accomplish a task
• Flexible schedule to accommodate occasional work on evenings and weekends
• Commitment to the mission of Portland Fruit Tree Project

Preferred:
• Knowledge of fundraising communications techniques including, but not limited to, sponsorships, campaigns and appeals, donor relations and stewardship, and annual reports
• Graphic design skills (especially familiarity with InDesign and Photoshop)
• Copy editing and/or professional writing experience a plus
• Bachelor’s degree or equivalent combination of education and experience.
• Experience with database systems (especially CRM systems)
• Experience developing and implementing communications and/or social media strategy
• Basic knowledge of PC networking and software

PFTP is an equal opportunity employer and committed to diversity in the workplace. We strongly encourage women, people of color and people with differing orientations and abilities to apply.

Application Instructions:
Submit a cover letter and resume.

Please send all materials via email as pdf files to:
Andy Fisher, Interim Executive Director: andy@portlandfruit.org
Please include ‘Communications and Office Coordinator’ and your first and last name in the subject line.

Application deadline is January 26, 2016.
No phone calls please.