

Community Program & Partnerships Manager

Reports To: Executive Director

Compensation & Benefits

- Annual salary range - \$46,000 - \$60,000 commensurate with experience and skills;
- Medical, dental, vision, and alternative care insurance (90% of premium employer-paid);
- PTO (80 hours first year); Paid Sick Leave (up to 40 hours based on accrual); flexible work hours.

About the Northeast Community Center (NECC)

The NECC is an independent non-profit community center in NE Portland that is located in the former NE Family YMCA facility at NE 38th & Broadway. The NECC fills a geographic “gap” in Portland Parks and Recreation Community Centers and indoor pools, and currently provides vibrant fitness, wellness, aquatics, and youth programs that are popular with NECC’s immediate neighbors.

Guided by a [strategic plan](#) that prioritizes equity and community-responsive programming, the NECC is emerging from COVID restrictions with renewed focus on its role in providing inclusive, equitable, and relevant programming that supports individual wellness and creates a healthy and resilient community.

The NECC is committed to building a diverse and inclusive staff that represents the neighborhoods we serve. We value the life experiences of BIPOC, LGBTQ2S+, and other persons identifying as a member of a community that has been marginalized.

Job Overview

The **Community Program and Partnership Manager (CPPM)** is a new position in the NECC. You will be a member of the Leadership Team and, in collaboration with the Executive Director, will develop, manage, and evaluate NECC’s broader community engagement and programming. You will represent the NECC in the neighborhoods we serve, build and maintain strategic partnerships to support effective programming, manage and oversee the NECC Community Fund, work with the Board’s Committee on Mission Alignment, and grow the reach and impact of community programs for everyone with a focus on low income, BIPOC, LGBTQ+, and other marginalized people, groups, and organizations.

We seek a colleague to create and expand equitable access to programs that support individual wellness and healthy communities, who is committed to racial and social justice, and who will be a positive role model within a learning organization.

Position Details

The position includes wide-ranging responsibilities with an overarching focus on delivering community-responsive programming to support individual wellness and strengthen community connections. The four essential responsibilities of the CPPM position are:

- 1. Community Engagement & Partnership Development.** The **CPPM** will develop and implement strategies for community engagement and stakeholder outreach while also nourishing existing partnerships. You will connect with individuals, businesses, non-profit organizations, neighborhood associations, affordable housing program providers, community coalitions, government agencies, and others to pursue and nourish mutually-beneficial partnerships.

- 2. Community Programming.** Utilizing information from community engagement and partnership development efforts, the **CPPM** will create programming that is relevant to the 12 neighborhoods we serve in NE Portland, promotes individual wellness, and strengthens community connection. Utilizing lived experience, education, or learnings from volunteer or professional positions, the **CPPM** will ensure that these activities are culturally appropriate, inclusive of communities that have been marginalized, and responsive to needs and barriers of neighbors who are underserved.

The **CPPM** will also recruit, train, and manage staff and/or volunteers to support program delivery, and will develop a program evaluation framework to assess program impact.

- 3. Manage NECC's Community Fund.** The Community Fund (TCF) is an expansion of the organization's previously existing financial assistance system. TCF provides support to neighbors for whom cost is a barrier to participation in NECC's programs (up to a 90% reduction based on household size and income). It is also structured to remove additional barriers to participation by providing necessary supplies and ensuring early registration for TCF participants. Goals for the program include: offering bilingual application materials (we currently offer Spanish), broadening participation and impact, and building deeper relationships between participants and staff.

The **CPPM** will manage The Community Fund, serve as the primary contact for participants, ensure the program is furthering the NECC's commitment to equity, develop an evaluation framework to assess Fund impact, work collaboratively with other NECC program leaders to meet TCF's goals for participation and impact, and ensure a seamless integration into all NECC activities, and recommend improvements.

- 4. Other Leadership Team Responsibilities.** The Leadership Team works within an atmosphere that promotes respect, trust, collaboration, direct communication, and values equity and inclusion in decision-making and daily work. The **CPPM** will attend Leadership Team meetings, Program Team meetings, and meet with other staff as needed, including Development & Communications Staff. All Leadership Team staff also participate in either NECC's staff Equity Working Group or NECC's staff Equity Learning Group.

This responsibility includes the typical "other duties as assigned," though you will likely be asked to accomplish many of these "other duties" as part of a team and/or in supporting other staff.

What is it like to work at the NECC?

Most Supervisory staff work in a shared office environment, with flexible work hours and the opportunity to work remotely when needed. Throughout all levels of the organization, staff finds meaning in their work and are connected to participants. The NECC and the individuals who work here value learning, adapting, and growing.

Required Skills & Commitments

This position requires the ability and commitment to:

- Envision and implement effective programming that responds to identified community needs;
- Build relationships with staff, participants, partners and neighbors of diverse racial and ethnic background, religions, cultural background, lifestyle, and sexual identity and orientation, and treat each individual with respect and dignity;

- Recognize the barriers to participation that exist for BIPOC and other historically marginalized people and groups, and formalize and adopt practices and policies aimed to identify and remove them;
- Further the relevant goals in the NECC Strategic Plan;
- Model and institutionalize strategies and practices that strengthen racial equity;
- Think and act strategically while welcoming and sharing feedback;
- Work in a team environment in leadership, peer, and support roles;
- Self-organize, take initiative and effectively manage multiple priorities;
- Work occasional evenings or weekends as necessary for program delivery;
- Local travel as necessary to build and expand relationships with community partners and neighbors;
- Be available to work in person at the NECC facility at least 50% of the work week; and
- Collaborate with and support NECC staff at all levels of the organization.

Required Experience and Qualifications

Because studies have shown that women and POC are less likely to apply for jobs unless they meet all of the qualifications in the job description, we strongly encourage you to apply even if you do not meet every one of the qualifications described.

- Prior successful experience understanding and addressing issues of equity, diversity, and inclusion, and an understanding of how these issues impact individual health, wellness, and community connection.
- Prior experience in partnership development and collaboration with leaders from communities of color, with POC organizations, or with other organizations where racial equity is prioritized.
- Supervisory experience and/or volunteer management experience (two+ years preferred).
- Experience in program design, management, and evaluation.
- Preferred but not required:
 - Bicultural or bilingual
 - Life experience as Black, Indigenous, or Person of Color, LGBTQIA+, or as a member of a community that has been marginalized.

Position Details

- 100% of staff at the NECC has received the Covid-19 vaccine. The person hired for this position will be required to be fully vaccinated, or you may request an approved accommodation.
- This position requires you to: move throughout the building, ascend/descend two flights of stairs, operate a computer, and converse over the phone and in person. Unfortunately, our building is not currently ADA accessible.
- If selected, candidates will need to submit to a background check. Prior involvement with the criminal justice system will not necessarily disqualify a candidate.

To Apply – Submit the following to jobs@necommunitycenter.org

- Your resume or a full description of your qualifications as it relates to the position
- Candidates will receive the strongest consideration if they include a cover letter or email describing how their prior experience qualifies them for this position.

Timeline: We will begin reviewing applications immediately, and the position will remain open until filled. We will respond to all applicants within two weeks of their submission.