



## HIRING

# Oregon Land Justice Project Coordinator

**Location:** Portland, OR

**Status:** Hourly, approx. 20-30 hrs/week, through the end of 2022, with potential to continue

**Compensation:** \$23/hr, depending on experience

**Reports to:** The Coalition of Oregon Land Trusts

### Position Summary

The Oregon Land Justice Project is excited to hire a coordinator to support the continuation of the [Oregon Land Justice Project](#)- a program that aims to unite the Oregon Land Trust community as allies with Indigenous communities.

We are looking for a passionate, organized and people-oriented individual to join our team and support the delivery of an impactful curriculum to a community of over 60 participants from dozens of non-profit land trusts. The Coordinator will support an experienced facilitator team in developing curriculum, creating agendas and delivering programming. This position manages multiple tasks at once, including agenda-setting, organizing guest speakers, compiling reading materials and creating space for peer-learning. The position will support regular outreach to land trust staff and board members and will organize and support Indigenous faculty participation. The coordinator will be responsible for the logistics of several in-person gatherings that require travel to different locations in Oregon in 2022.

### About the Oregon Land Justice Project

The ultimate goal of the Oregon Land Justice Project is to expand Indigenous access, ownership and stewardship of land. To achieve this goal, land trusts in Oregon are committing time, energy and resources into a Learning Journey which seeks to transform knowledge, thinking and actions of the Oregon conservation community to focus on expanding Indigenous stewardship of land.

The Learning Journey seeks to repair relationships, grant legal access and share and repatriate land to Northwest Indigenous communities. This position is pivotal to supporting the delivery of the Learning Journey curriculum and providing the day-to-day logistical support for land trust and Indigenous participants. This position will support both in-person and Zoom-based community gatherings.

## Essential Duties and Responsibilities

- **Event planning:** The Coordinator will lead all event planning, including organizing monthly zoom gatherings for the Learning Journey with approximately 65 participants. The coordinator will also plan several multi-day trips/events to destinations in Oregon that involve meal planning and arranging overnight accommodations for approximately 20 people. The coordinator will lead the RSVP process and will be the point person for logistics and supporting on-site programming.
- **Relationship building:** The Coordinator will be a liaison and ambassador, working regularly with staff and board members from Oregon land trusts, while also connecting and supporting Indigenous participation in programming and events.
- **Participant support and communication:** The coordinator will work in partnership with The Coalition of Oregon Land Trusts to support the needs of land trust participants, including providing regular participation information, supporting learning teams and fielding questions. The coordinator will ensure accessibility for participation, including arranging American Sign Language if needed.
- **Maintain the Oregon Land Justice Website:** The coordinator will be the primary person responsible for updating the Oregon Land Justice Website on the Weebly platform. This includes uploading material in the participant portal and documents for public access.
- **Project Management:** The Coordinator will work with the facilitator team to manage the timeline of the Oregon Land Justice project, including planning meetings, curriculum delivery, expense tracking and budget management.

## Key Project Outcomes and Dates for 2022

- Four two-day Learning Journey sessions with the program cohort on zoom
  - January 27-28
  - February 25-25
  - March 31 and April 1
  - April 28-29
- Two multi-day site visits, tentatively scheduled for May/June and Aug/Sept.
- One year-end gathering that convenes the COLT community and Indigenous colleagues to talk about emerging opportunities for partnership, specific projects, and what is needed going forward.
- Two Learning Journey zoom sessions open to all land trust staff and board, focused on decolonizing conservation.

## Experience

3-5 years of relevant work experience and proven success in providing logistic support, project management and project oversight. We are seeking individuals with cultural competency and experience working with diverse communities.

### **Core work hours/environment**

Core work days are flexible within a Monday through Friday work week (8:30-5pm Pacific) with occasional evening meetings. This job is primarily remote until pandemic conditions become safe, then it will move into a hybrid with occasional in-person meetings. In 2022 the job will require regular out-of-office meetings with community partners and overnight travel throughout Oregon for site visits.

The Oregon Land Justice Project is committed to creating an inclusive environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status. We welcome diverse backgrounds, perspectives and voices.

### **ADA Statement**

This job requires sitting at a desk and talking on the phone. There are occasional outdoor meetings, tours and field trips that will require walking and standing. This job requires transporting supplies, meeting materials and boxes. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

### **Organizational COVID-19 vaccination information**

COLT is requiring its employees to receive the COVID-19 vaccination. Reasonable accommodations will be made for individuals who are unable to receive the vaccine due to a medical condition or religious belief.

If you have any questions about this opportunity, please email [Kelley@oregonlandtrusts.org](mailto:Kelley@oregonlandtrusts.org)

**To apply:** Please send a cover letter and resume as a single pdf to [info@oregonlandtrusts.org](mailto:info@oregonlandtrusts.org). We will begin reviewing applications on November 30<sup>th</sup>.

## **Oregon Land Justice Project Team**

### **Gabe Sheoships—*Tributaries Network***

Gabe provides lead facilitation and project direction on the Indigenous community component of the Learning Journey so that the land justice work has cultural relevance with and meets the priorities of the tribal communities of Oregon, Washington and Pacific Northwest region.

### **Peter Forbes—*New Learning Journey/First Light***

Peter provides lead facilitation and project direction on the non-Indigenous conservation community component of the Learning Journey. This is informed by Peter's work on First Light Learning Journey in Maine, which inspired the creation of the Oregon Land Justice Project.

### **Kelley Beamer—*Coalition of Oregon Land Trusts***

Kelley provides high-level support to the project team and participates in team meetings to ensure the project moves forward as a coalition initiative and that land trust members are engaged.