

**Vision Action Network**  
**Job Description**  
**Director of Community Engagement**

**Reports to:** Executive Director  
**Job type:** Full-time, exempt  
**Office location:** Beaverton, OR w/ flexibility to work remotely  
**Starting salary:** \$55-60,000/year depending on experience

**Organization:** Vision Action Network is a unique nonprofit organization that engages stakeholders across sectors – government, nonprofit, education, faith, and business – to collaboratively address critical issues in Washington County. VAN has focused on issues like housing and homelessness, aging, health and well-being, sustainability, and racial equity to name a few. As an organization, VAN serves Washington County by communicating vital information among stakeholders, connecting people and organizations, and creating opportunities for collaboration to achieve common goals. VAN is committed to the values of equity, diversity, and inclusion (EDI), both internally and in its mission-driven work. We value civility, respect, kindness, and empathy as cornerstones of strong relationships; creativity to aim high and envision the possible; service by showing up and delivering on our commitments; and embracing humor and joy in the process!

**Position Summary:** The Director of Community Engagement (DCE) is an active bridge builder, organizer, and facilitator who works closely with the Executive Director to advance VAN’s mission. In this public-facing role, the DCE engages diverse stakeholders and leverages a high degree of creativity, critical thinking, flexibility, and perseverance. The DCE balances long-range aims with what is practical in the present moment; a keeper of the possible with a strong commitment to collaboration and finding alignment between people, organizations, and their priorities. The DCE is a self-starter and capable of operating independently while comfortable working in a small, interdependent team environment. The primary duties and responsibilities include:

**Event Management & Facilitation:** Plan and execute mission-focused events and gatherings both small and large in virtual and in-person settings.

- Design and orchestrate major events for up to 250 people that focus on relevant, timely topics
- Facilitate stakeholder gatherings, e.g. listening sessions, focus groups, ongoing initiatives, ad hoc meetings, etc.

**Relationship Management:** Cultivate strong relationships with diverse stakeholders across sectors in the community to advance VAN’s mission.

- Maintain regular contact with key stakeholders to understand their priorities
- Identify opportunities for VAN to engage stakeholders and connect/align them with others
- Expand VAN’s sphere of influence by engaging people and organizations outside of VAN’s current stakeholder community

**Organizational Support:**

- Engage in strategic planning, work plan development and implementation
- Support fundraising plans and activities
- Embrace principles and practices of equity, diversity, and inclusion (EDI)

**Qualifications and Attributes:** The following is considered essential to fulfill the role.

- A 2-year post-secondary degree in a discipline relevant to the position’s duties and responsibilities
- At least 5 years of relevant work experience
- Experience with event planning, delivery, and group facilitation



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- Demonstrated ability to thrive in a small team where independence and collaboration meet
- Demonstrated ability to initiate contact, establish rapport, and cultivate strong relationships with people of diverse cultures, experience, and opinions
- Deep appreciation for and understanding of the needs among vulnerable populations
- Commitment to and demonstrated fluency in EDI
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook) and/or Google Apps

**Desired Attributes:** The strongest candidates will demonstrate one or more of the following.

- Strong familiarity with Washington County culture and community
- Lived experience in a bicultural environment
- Proficiency in Spanish and/or other non-English language(s) common in Washington County
- Familiarity with social media platforms, such as Facebook, Twitter, and Instagram
- Proficiency with CRM applications, such as Constant Contact, and web platforms (e.g. WordPress)

**Physical Environment/Employment Requirements**

- Typical office environment in an ADA-compliant building
- Sitting/standing for long periods of time depending upon task
- Frequent use of technology including computers, phones, printers, copiers, etc.
- Intermittent travel required for meetings/events within county and metro area
- Possibility of evening and weekend activities
- Ability to lift and transport work products, supplies, signage, event collateral, etc. up to 20 pounds
- Valid driver's license, auto insurance, and access to automobile (mileage reimbursed)

Benefits include:

- 100% medical/dental coverage for employee
- Graduated medical/dental coverage for spouse and dependents (50/65/75% as of 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> years of employment)
- Long-term disability
- 10 paid holidays
- 20 days paid time off (PTO) (increases after 2 and 5 years of employment)
- Flexibility in work schedule
- Employer-paid contribution of 5% of employees' salary to SEP retirement account

Please send resume and cover letter or a brief video expressing interest and qualifications to [glenn@visionactionnetwork.org](mailto:glenn@visionactionnetwork.org).

Vision Action Network is an equal opportunity employer. We do not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.

