

## SAGE JOB DESCRIPTION: COORDINATOR OF CITIZEN PROJECT

### Position Summary

SAGE seeks a part-time coordinator to support our Citizen Project. Through our Citizen Project, we inspire and support people to work across differences to solve problems. Each year, we reach hundreds of people through our events to explore ways to work across differences to pursue common goals. We also collaborate with other groups and support partners working to strengthen civics education in schools and civic engagement in society.

The coordinator will work with SAGE's Executive Director and our Citizen Project Core Team. This position is a limited part-time engagement.

### About SAGE and the Citizen Project

SAGE is a nonprofit organization that inspires people over fifty to give forward so that younger and future generations can thrive. We believe in generational equity – the principle of fairness that each generation should improve the quality of life for the next. We motivate action and volunteerism through workshops, fellowships, and teams to encourage people to work across generations to strengthen education, the environment and economic opportunity. Our teams are co-led by staff and volunteers and involve other organizations too.

The overarching concern of our Citizen Project is that trends in America show we are growing increasingly divided and angry toward each other. SAGE is concerned that as these trends persist, it will become harder for people to work together to find solutions to the challenges faced by younger and future generations. We also believe that older adults play a leadership role to build and rebuild trusting relationships between people with different views.

Learn more about SAGE and the Citizen Project at <https://www.wearesage.org/citizenproject>.

### About the Citizen Project Coordinator Position

SAGE has sponsored the Citizen Project since 2018. We are at an exciting time in this initiative and need additional support to coordinate and engage the time and talent of our volunteers, while managing other responsibilities, including relationships with partners. Our coordinator will have two main areas of work: (1) community engagement and events, and (2) program development.

With respect to **community work**, our coordinator will identify prospective hosts for events and work with our event facilitators to schedule these events. This role involves identifying interested hosts, listening to their needs, and working to co-offer an event that meets their needs and that is consistent with the goals of the project. SAGE has sample event descriptions and outlines for events. Our coordinator may also facilitate some events.

With respect to **program development work**, our coordinator will help recruit and train volunteers to engage in the project and to pursue specific initiatives. These may include, for example, helping to write stories about people who are working across differences to address

community problems. This may also include researching and staying up to date on important developments in the field of bridge building, de-polarization, and shared problem-solving. The coordinator will also schedule, organize, and facilitate meetings of core team members, keep track of tasks, highlight new opportunities, and overcome challenges.

Primary responsibilities include:

1. *Coordination* – establish meeting agendas, facilitate meetings, maintain team task list, complete tasks, and assign tasks to others.
2. *Outreach* – perform outreach to individuals and organizations to host or co-host events.
3. *Facilitation* – facilitate and co-facilitate events, recommend updates to strengthen events.
4. *Marketing, communications, and public relations* – support the development of additional materials to promote the Citizen Project, and related activities. Promote SAGE’s values in communications.
5. *Volunteers and partners* – recruit and onboard volunteers, support effective working relationships with partners, maintain and nurture relationships on behalf of SAGE.
6. *Development* – assist with fundraising including proposals for grantors and donors.
7. *Public speaking* – serve as a public spokesperson for SAGE and communicate our purpose to improve opportunity for the future, to promote civic engagement of all generations and in particular people over fifty, and to highlight the importance of working across generations.
8. *Compliance* – Conduct all business with the highest standard of integrity, ensure that all activities are legal and ethical and comply with state and federal rules. Maintain correspondence and files in an orderly manner so that others can easily access them.

### **Preferred Skills & Qualifications**

- Administrative experience, including managing office systems, phone communications and email correspondence, filing, data entry and contact management. Detail oriented.
- Strong written, oral, and interpersonal communication skills, including public speaking.
- Visionary and innovative thinker with a self-starter work ethic.
- Passion for SAGE’s mission and the success of our programs, including the Citizen Project.
- Computer proficiency in Microsoft Office Suite, Google Workspace, and Zoom.
- Strong planning, organization, collaboration, and analytical skills.

- Ability to motivate and develop future staff, volunteers, and donors.

**Position Details:** This opportunity is for a part-time (~25 hours per month), non-exempt position. Compensation is up to \$25 per hour and commensurate with a candidate's skills and experience. SAGE offers a flexible work schedule and environment with the opportunity to complete work at a home office. Citizen Project events take place in different parts of Oregon. While much of the work of the coordinator will be performed online, the position will also require in person meetings with staff and volunteers who are primarily located in Clackamas, Multnomah, and Washington Counties of Northern Oregon. Candidates should reside in or near Northern Oregon so that they can attend and manage these meetings.

**Start date:** Negotiable.

**Deadline:** Applications will be accepted until the position is filled.

**Procedure for Applying:** Qualified candidates should submit the following to SAGE: (1) one-page cover letter, (2) resume, (3) contact information for two professional references, (4) short writing sample (preferably mission-driven writing such as website content or email newsletter).

Please submit these materials via email to [info@wearesage.org](mailto:info@wearesage.org) and include "Citizen Project Coordinator" in the subject line. Alternatively, you can mail materials to SAGE, 1819 SW 5<sup>th</sup> Ave., # 287, Portland, Oregon, 97201. Final candidates will be asked to complete a background check prior to the date of hire. No calls, please.

*SAGE is an Equal Opportunity Employer.*