

Citizen Project Coordinator

Location: Portland, Oregon

Organization: SAGE – Senior Advocates for Generational Equity

Employment Type: Part-time (~40 hours per month), non-exempt

Wage: up to \$25/hour, commensurate with experience

Reports to: Executive Director

Application Deadline: September 10, 2026. Open until filled.

About SAGE

SAGE is a nonprofit organization that inspires people over 50 to “give forward” — with their time, money, and voice — so that younger and future generations can thrive. We promote the idea that each generation has a responsibility to improve the quality of life for the next.

Among our programs, SAGE sponsors the Citizen Project. The Citizen Project involves a series of events and related offerings designed to reduce political polarization and foster civil dialogue and collaborative problem solving. Americans are increasingly divided. SAGE recognizes that if this persists, it will become harder to find solutions to today’s problems and 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 citizens with different views.

Position Overview

SAGE seeks a passionate and organized Citizen Project Coordinator. The Coordinator plays a key role in supporting the program in four primary ways:

1. Identify **prospective hosts** for Citizen Project presentations (for example, Rotary Clubs, retirement communities, libraries and the like). These presentations are facilitated by our volunteers and offered in different parts of Oregon. The Coordinator schedules these presentations and works with the hosts to support logistics. SAGE has sample event descriptions and outlines for these events. In general, the Coordinator does not attend these events but may do so from time to time.
2. Help **organize and execute online and in-person events** that are hosted by SAGE for the Citizen Project including event set up, take down, and support of volunteers.
3. Help to **recruit and train volunteers** to engage in the project and to pursue specific initiatives. These may include, for example, researching and staying up to date on important developments in the field of bridge building, de-polarization, and shared problem-solving.
4. **Schedule and facilitate meetings of program volunteers**, keep track of tasks, highlight new opportunities, and work together to overcome challenges.

Learn more about SAGE's Citizen Project: <https://wearesage.org/giving-forward/citizen-project/>.

This position is a limited part-time engagement through June 2027. The position may be renewed and modified in subsequent years.

This position offers significant scheduling flexibility. However, because the role includes coordinating volunteers, meetings, and events, the Coordinator should check email regularly during the workweek and maintain enough flexibility to respond to time-sensitive requests, generally within 48 business hours. The role is not intended to require constant availability or daily set hours.

Key Responsibilities

Outreach & Recruitment

- Represent the Citizen Project in written, oral, and video communications.
- Perform outreach to prospective hosts of Citizen Project presentations.
- Draft content for newsletters, social media, flyers, and the annual report.
- Maintain and update contact management and communications systems.

Program Support & Impact

- Coordinate meetings and events for the Citizen Project.
- Track and document program progress, outcomes, and success stories.
- Contribute ideas to strengthen program design and delivery.

Facilitation & Training

- Schedule and facilitate meetings with staff, volunteers, and contractors.
- Develop agendas, manage task lists, and ensure follow-through.
- Support decision-making, problem-solving, and conflict resolution.

Relationship Building

- Cultivate relationships with volunteers, staff, and collaborating organizations.
- Assist with volunteer recruitment, onboarding, and recognition.
- Promote a culture of belonging, collaboration, and mutual support.

Operations

- Assist with administrative tasks such as mailings, organization, and errands.
- Ensure compliance with legal and ethical standards.

Preferred Qualifications

- Enjoys scheduling events and coordinating logistics.
- Relevant experience in program coordination or communications.
- Strong written and verbal communication skills; comfortable with public speaking.
- Detail-oriented with excellent organizational and planning abilities.
- Self-starter with a positive, proactive attitude and creative problem-solving skills.
- Familiarity with Microsoft Office and Zoom.
- Knowledge of nonprofits and other civic organizations in the Pacific Northwest.
- Ability to motivate, organize, and support volunteers.

Compensation & Benefits

- **Hours:** 40 hours/month.
- **Wage:** up to \$25 per hour, commensurate with experience.
- **Benefits:** SIMPLE IRA (after one year), remote office kit.
- **Work Environment:** Mostly flexible schedule; primarily remote with occasional in-person meetings in Portland, as well as attendance at occasional events.

Additional Requirements

- Valid driver's license, reliable transportation, and insurance for occasional travel in Oregon.
- Final candidates will undergo a background check prior to hire.
- Start date: In October 2026 (negotiable).

How to Apply

To apply, please submit a **cover letter and resume** to careers@wearesage.org by **September 10, 2026**. Applications will be reviewed on a rolling basis until the position is filled.

SAGE is an **equal opportunity employer**.