

**Organization: Donate Life Northwest**

**Position Title: Program Coordinator: Education Outreach**

**FTE: 1.0**

**Reports to:** Program Director

**Minimum Qualifications and Skills Required:**

4-year college degree

Minimum 3 years experience in program development and marketing

Exceptional communication skills

Innovative self-starter with critical thinking and strong evaluation skills

Ability to work individually and as a team leader/member

Proficiency in social networking tools, a database software, and Microsoft Office Suite

Bilingual English/Spanish preferred

**Goal of Position:** Promote and further Donate Life Northwest's goal of increasing donor registrations by expanding and increasing the effectiveness of education outreach programs

**Position Description:**

As a member of the program team, develop, promote, implement and evaluate a plan to accomplish the goal targeting 15-29 year olds and the Hispanic community through education outreach

- Expand high school and college education programs in Oregon and SW Washington
- Expand the Hispanic Outreach Program; recruit and supervise bi-lingual intern and volunteers
- Establish strong working relationships to promote education outreach
- Develop and maintain education sections of web and social networking sites
- Assist Volunteer Coordinator with recruitment, training and retention of volunteers
- Serve as a backup presentation speaker

**Other Requirements:**

Full time; hours may vary, including occasional evening/weekend, some out-of-town travel

Dependable transportation

**Salary and Benefits:**

\$32,000 - \$35,000 DOE

Nine paid holidays

Employer paid health and dental insurance

401(k) plan after one full year employment

Parking

Flex time option after 3 months

**To apply:** Submit a cover letter, resume and 3 references to [info@donatelifenw.org](mailto:info@donatelifenw.org) by Monday, **October 17, 2011**.