



JVC Northwest Job Announcement Outreach and Events Coordinator

JESUIT VOLUNTEER CORPS (JVC) NORTHWEST is hiring a full-time Outreach and Events Coordinator for our Milwaukie, OR office, in the Portland Metro Area. The Outreach and Events Coordinator is responsible for alumni development and special events coordination, focused on the five states of the Pacific Northwest. Outreach efforts will focus on building relationships with former Jesuit Volunteers (FJVs) and executing an FJV outreach plan which includes: updating FJV contact information; helping maintain the online FJV directory; facilitating the organization of FJV groups in the Northwest; and reconnecting FJVs with JVC Northwest. Special events work will focus on planning the annual fundraising gathering in Seattle, as well as other events throughout the year. JVC Northwest is seeking a person with excellent organizational, speaking, and written communication skills, and the ability to work independently as well as in a collaborative and team oriented environment. We are a faith-based organization with a focus on our core values of community, simple living, social and ecological justice, and spirituality.

The ideal candidate will have at least one year of nonprofit or similar organizational experience in alumni relations, marketing, event planning, and/or fundraising. This position requires a thorough understanding of social media and online marketing techniques, and experience with graphic design is a plus. Bachelor's degree and proficiency in Microsoft Office and database software are required. Former Jesuit Volunteer is strongly preferred. The Outreach and Events Coordinator is employed at will. Successful clearance of pre-employment reference checks and criminal history background checks are required for final hire.

Equity at JVC Northwest: JVC Northwest is committed to continually building a just and equitable workplace in order to work toward our vision of a just and equitable Northwest region. As an Equal Opportunity Employer, JVC Northwest encourages applicants of every ethnicity, origin, age, religion, ability, sexual orientation, gender expression, economic status, veteran status, and political affiliation.

To apply, email JVC Northwest at info@jvcnorthwest.org with "**Outreach and Events Coordinator**" in the subject line for job description and application information. We will begin reviewing applications on June 7, 2017 and will accept applications on a rolling basis thereafter.



*JVC Northwest has been named by Oregon Business Magazine as one of Oregon's **100 Best Nonprofit Companies to Work for** (2009-2016) and **100 Best Green Companies** (2010-2017).*