

Volunteer Engagement AmeriCorps Volunteer

Service Dates: September, 22nd 2026 to August, 15th 2027 (full term, 1700 hours)

Location: Sabin CDC, 1488 NE Alberta St, Portland, OR 97211

Direct Supervisor: Kaela Lesniewski, Service Learning in Portland Coordinator

Organization

Sabin CDC is a nonprofit organization that was founded in 1992. Sabin is dedicated to promoting social equity by enhancing the livability of culturally diverse neighborhoods in Portland. We strive to ensure long-term affordable rental and homeownership housing options. Our efforts primarily focus on supporting African American and Afro-Indigenous households adversely affected by gentrification, systemic oppression, and inequalities.

Position Overview:

The Volunteer Engagement Member is responsible for building, coordinating, and sustaining a resident and community volunteer workforce that supports organizational programs, properties, events, and community initiatives. This position develops meaningful volunteer opportunities, recruits and trains volunteers, plans and prepares projects, and provides day-to-day supervision to ensure volunteer activities are safe, productive, and aligned with Sabin's goals.

The Volunteer Engagement Member serves as the primary point of contact for Resident and Community volunteers and works across the environmental, maintenance, and Resident and Community departments to identify volunteer activities and Sabin needs, develop project plans, and create positive volunteer experiences that strengthen community engagement and resident leadership.

Key Responsibilities

Volunteer Program Development: Develop and implement a comprehensive volunteer program that recruits, engages, and retains resident and community volunteers through strategic partnerships, leadership development, and effective program management.

Volunteer Project Coordination: Coordinate volunteer projects by collaborating with internal departments, organizing logistics, and preparing the materials, tools, and resources necessary for successful volunteer activities.

Volunteer Training and Supervision: Recruit, orient, train, and supervise volunteers while fostering a safe, inclusive, and engaging environment that supports meaningful service and high-quality project outcomes.

Resident Volunteer Engagement: Promote resident participation by building relationships, conducting outreach, and creating opportunities for residents to develop leadership, workforce, and community engagement skills through volunteer service.

Program Administration: Manage volunteer records, communications, scheduling, reporting, and program evaluation to ensure accurate documentation, grant compliance, and ongoing volunteer recognition.

Requirements

- Passion for working with people from diverse backgrounds
- Comfortable working outdoors in all weather
- Able to lift up to 30 lbs.
- Reliable, professional, and a team player
- Open to learning about equity and social justice
- Must be 17+, a U.S. citizen or legal resident, have a high school diploma/GED (or working toward one), and pass a background check
- Driver's license
- Ability to move between office, community, and outdoor work environments.
- Ability to stand, walk, and supervise activities for extended periods.
- Ability to work occasional evenings and weekends to support volunteer events and projects.

Preferred Skills

- Experience working with culturally diverse groups
- Good communication and organization skills
- Comfortable with Microsoft Word, Excel, and PowerPoint
- Public speaking and training facilitation.

Member Benefits

- Housing Potentially Provided
- \$20,400 living allowance (before taxes)
- \$7,395 education award (for student loans or future education)
- Loan forbearance, health care, child care reimbursement
- Eligible for SNAP (food assistance)
- Training, mentorship, and networking opportunities with partners
- Participation in community events, Lunch & Learns, and skill-building workshops

Interested in this position? Complete to attached form: