Community Engagement AmeriCorps Member

Service Dates: June 15th, 2027 to August 15, 2027 (Minimum Time, 300 hours)
Location: Sabin CDC, 1420 NE Killingsworth St, Portland, OR 97211
Direct Supervisors: JT McElrath, Cultural Events and Communications Coordinator
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

As a member of the *Root to Rise* team, the Community Engagement Member will help connect residents and the broader community to Sabin's programs, events, and sustainability initiatives. This dynamic role focuses on event coordination, digital outreach, and partnership development to expand Sabin's visibility and impact across the community.

Key Responsibilities

- **Event Planning & Logistics:** Collaborate to develop comprehensive event plans, detailing everything from venue setup to scheduling performers. Assist in coordinating event logistics, including transportation, catering, and technical needs. For Internal and External Events
- **Digital Engagement:** Create engaging and creative social media content, including TikTok videos and Instagram Reels, and support Sabin's online presence and promote upcoming events, programs, and initiatives
- **Program Support:** Work closely with the Resident Services member to connect residents with available programs, and support ongoing community initiatives like *Pass-It-On Days* and *Furnish-A-Change*
- **Partnership & Communication Coordination:** Coordinate and maintain communication with partner organizations, and help identify new partnership opportunities to expand program reach and community impact
- **Social Media Analytics:** Track and analyze social media metrics such as follower growth, engagement, and reach. Present findings to the Marketing & Communications team and suggest strategies for increasing engagement for AmeriCorps Events
- **Graphic Design & Visual Content:** Create engaging visuals, including graphics, photos, and videos, to promote Sabin CDC events and community stories. Use tools like Canva, Adobe Creative Suite, or similar.
- **Content Calendar Creation:** Help develop and manage a comprehensive content calendar for Sabin CDC's social media platforms (Facebook, Instagram, etc.), ensuring content aligns with the organization's mission and current initiatives.

- **Representation at Local Events:** Attend local community meetings, fairs, and neighborhood events as a Sabin CDC representative, fostering relationships with local residents and gathering valuable feedback.
- **Day-of-Event Management:** Support all day-of-event activities, including registration, setup, and breakdown. Ensure all participants, vendors, and volunteers are in place and that the event runs smoothly.
- **Post-Event Analysis:** Assist in creating post-event reports that analyze the success of each event. Include feedback from attendees, volunteers, and vendors, as well as an analysis of budget adherence.
- **Safety and Compliance:** Ensure all events are in compliance with city regulations and secure necessary permits. Develop contingency plans for potential event risks.
- **Resident Events:** Work with the Resident Services Department in planning, marketing, and executing resident-centric events

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
- Experience with Adobe Suite (Lightroom, Premiere Pro, Photo Shop)
- Experience with Canva
- Driver's license

Preferred Skills

- Experience working with culturally diverse groups
- Good communication and organization skills
- Comfortable with Microsoft Word, Excel, and PowerPoint

Participants will receive:

- AmeriCorps benefits, including a living allowance, education award, loan forbearance (if eligible), health care, and childcare assistance.
    - $3,601.00 living allowance (before taxes)
    - $1,305.22 education award (for student loans or future education)
    - Loan forbearance, health care, child care reimbursement
    - Eligible for SNAP (food assistance)
- Hands-on maintenance and facilities training.
- One-on-one mentorship from experienced maintenance professionals.
- Experience with industry-standard maintenance software.
- Exposure to energy efficiency and sustainable building practices.
- Professional networking opportunities.
- Career exploration and workforce development support.
- Participation in community service and leadership activities.

Interested in Applying? Complete your application with this google form or go to www. sabincdc.us and apply there!