

TEMPORARY JOB DESCRIPTION | June - July 2006
RECOVERY ASSOCIATION PROJECT

Title: **Vision PDX Outreach Coordinator, Portland, Oregon**

Reports to: RAP Outreach Coordinator

Compensation: \$12/hour (approximately 6 week position)

Hours: Part-time, 30 hours per week, including numerous evenings and weekends

Anticipated Start date: June 10, 2006 Anticipated End date: July 25, 2006

To Apply: Complete application and/or send resume to RAP Hiring Comm., 1100 NE 28th, Portland OR 97232 by June 7, 2006 at 5pm. Interviews: June 5th – 9th, 2006

This is a temporary position funded by the City of Portland to generate community input on Portland's Vision PDX Project. The Outreach Coordinator will supervise 5 Outreach Workers to go door to door and survey residents of Alcohol and Drug Free Community housing (ADFC) in two Central City Concern buildings in downtown Portland. Specific training on Community Vision Project will be provided.

DESCRIPTION OF DUTIES:

1. Meet with the CCC building staff to explain the project and gain their involvement.
2. Create, post and distribute flyers and informational materials to each resident, describing the project and alerting the residents that they will be contacted for their input.
3. Coordinate 5 outreach workers including hiring, scheduling and supervising workers for 2 weeks.
4. Schedule Outreach workers to go door to door over a two week period.
5. Train outreach workers to ask residents four designated Vision PDX questions and ensure that all information is recorded.
6. Enter all survey answers into web-based database for the Visions PDX Project and RAP database.
7. Organize logistics for meetings to discuss the Visions PDX Project including purchasing refreshments, making phone calls and emails to mobilize residents to participate.
8. Plan and facilitate group meetings to include relational meetings, small reflection groups, and larger group plenary sessions where all input is recorded in Vision PDX web-based database.
9. Coordinate video creation of the meeting to capture the group reflection process and personal stories and answer Community Vision questions on camera.
10. Work with others to show the project results in: (1) a short written report (2) a large poster board display with photos and quotes summarizing the results of each question, and (3) a video featuring recovery stories and responses to the Vision PDX questions.
11. Identify and recruit potential leaders to participate in other RAP activities.
12. Other duties as assigned.

SKILLS AND ABILITIES:

1. Possess effective individual, group and public communication skills, both oral and written.
2. Candidates that have taken RAP and MACG Leadership trainings are preferred.
3. Understanding of relational meetings, reflection groups and plenaries, as well as active listening, meeting facilitation, and discerning public issues from personal stories.
4. Experience planning events, meetings and/or committees.
5. Experience in volunteer management and/or position of leadership.
6. Experience in recovery community issues.
7. Demonstrated ability to work with diverse populations and organizations.

MINIMUM QUALIFICATIONS:

1. Applicants in recovery or with family members in recovery from chemical dependency preferred.
2. Bilingual/cultural competency preferred.
3. Required to pass pre-employment drug screen test.
4. Ability to effectively interact with and treat with dignity and respect, co-workers and clients with diverse ethnic backgrounds, religious views, cultural backgrounds, lifestyles, and sexual orientations.
5. Physical requirements may include walking door-to-door, up and down stairs, ability to carry 5-10 pounds.