



Job Title: Administrative and Outreach Coordinator

Organization: Ayco

Location: Dream Center; 2110 SE 82nd Ave

Portland, Oregon. 97216

Job Type: Full-Time

Overview:

Ayco is seeking a dynamic and motivated Administrative and Outreach Coordinator to join our team. The successful candidate will play a crucial role in fostering community engagement, promoting inclusivity, and ensuring effective coordination with various departments and external agencies. The position requires excellent organizational skills, a commitment to outstanding customer service, and the ability to build strong relationships with community members and partner organizations.

Responsibilities:

Customer Service Excellence:

- Provide a high level of customer service to all internal and external stakeholders.
- Respond to inquiries, resolve issues, and ensure a positive experience for all community members.

Data Entry and Record Keeping:

- Maintain accurate and up-to-date records through effective data entry.
- Generate reports as needed to support decision-making processes within the organization.

Community Outreach:

- Reach out to communities to build strong relationships and create cohesiveness.
- Promote inclusivity by organizing events, workshops, and activities that bring diverse communities together.
- Welcome newcomers and introduce them to Ayco's mission, values, and services.

Coordination with Departments:

- Collaborate with the Uplift or Education Department, Voca Department, Health and Education Department, and Development and Communication Department to understand their goals and objectives.
- Facilitate communication and coordination between departments to ensure a cohesive approach to community engagement.

Connection with Agencies:

- Establish and maintain relationships with government and private agencies in Multnomah County, Washington County, and Clackamas County.
- Act as a liaison between Ayco and external organizations to explore collaboration opportunities and access additional resources.

Departmental Knowledge:

- Familiarize oneself with the functions and objectives of each department within Ayco.
- Work closely with department heads to understand their specific needs and goals.

Qualifications:

- Bachelor's degree in a relevant field or equivalent experience.
- Strong organizational and multitasking abilities.

- Excellent communication and interpersonal skills.
- Proficient in data entry and record-keeping.
- Experience in community outreach and engagement.
- Knowledge of government and private agencies in Multnomah County, Washington County, and Clackamas County is an asset.

Additional Responsibilities:

Staff and Volunteer Development:

- Encourage staff and volunteer development by identifying training opportunities and educational resources.
- Assist staff in understanding how their specialized work contributes to the overall mission and vision of the organization.

Position Scope and Scale:

- Guide the scope and scale of positions within the organization, ensuring a balance between capacity and vision.
- Collaborate with department heads to align individual roles with the strategic goals of Ayco.

Record Keeping and Compliance:

- Maintain official records and documents in accordance with established protocols.
- Ensure compliance with federal, state, and local regulations related to record-keeping and reporting.

Advocacy and Systems Change:

- Contribute to advocacy efforts and systems change initiatives addressing the needs of immigrant and refugee communities.
- Mobilize community response to address injustices and inadequate resources for immigrants and refugees, responding to concerns as they arise.

Community Activities and Positions:

- Oversee the development of community activities and positions in collaboration with staff and volunteers.
- Work closely with teams focusing on Organization Development, Health and Disability Supports, Crime Victim Advocacy (VOCA), UPLIFT, Community Engagement, CED, Newcomers & Afghan Refugee Resettlement etc.

Flexible Service Provision:

- Step in to provide services or activities when deemed appropriate by

the staff and administrative team.

- Ensure continuity of operations and support in situations requiring additional assistance.

Note-Taking for Meetings:

- Take detailed and accurate notes during meetings, summarizing key discussions, action items, and decisions.
- Distribute meeting notes to relevant stakeholders promptly.
- Assist in organizing and facilitating monthly staff meetings to promote effective communication and collaboration among team members.

How to Apply:

If you are committed to staff and community development, ensuring compliance, and contributing to positive organizational change, please submit your resume and cover letter to [Info@aycoworld.org]. Include "Administrative and Outreach Coordinator Application" in the subject line.

Ayco is dedicated to fostering a diverse and inclusive workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, genetics, disability, age, or veteran status.

Application Deadline: [02/29/2024]