



JV Flex Position Description: Activities and Events Coordinator

Position Title: Activities and Events Coordinator

Agency: Ecumenical Ministries of Oregon (EMO)

Program: HIV Services

Location: Portland, OR

Primary Service Category: HIV/AIDS

Other Service Categories: Arts & multimedia; Food and Hunger; Health and Health Education

About JV Flex: JV Flex is a program of Jesuit Volunteer Corps (JVC) Northwest, which partners passionate individuals with values-driven organization for a year of service in Portland or Seattle. The JV Flex program offers opportunities in personal growth and formation, along with community-building through monthly meetups and two annual retreats with your local cohort of fellow volunteers. Participants of the JV Flex program are also AmeriCorps members, and will receive healthcare, childcare (if needed), a living allowance of \$15,100 and the \$6345 AmeriCorps education award upon completion to use for prior loans or further study.

About Ecumenical Ministries of Oregon: We respond as people of faith to the needs of Oregonians to create a more just, compassionate, sustainable, and peaceful world. Ecumenical Ministries of Oregon's HIV Services programs provide a community that strives to address basic needs of individuals living with HIV/AIDS with respect, compassion, and safety.

Position Description

The Activities and Event Coordinator is responsible for the planning and implementation of on-site, off-site, and virtual psychosocial support activities for clients at Ecumenical Ministries of Oregon's HIV Day Center and Daily Bread Express. The JV AmeriCorps member will be reporting participation on our new platform, Storiicare. This platform has the ability for clients to interact on in a capacity of a digital Day Center. The Coordinator will be supporting the clients in registering on to Storiicare, teach them how to use the system, and provide virtual activities on Storiicare for clients who are isolated.

The Coordinator will have the opportunity to support EMO's Northeast Emergency Food Program by assembling meal boxes to be distributed to clients for grocery pick-ups.

Duties and Responsibilities

- Coordinate Day Center client activities and events. (25%)
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- Coordinate the Holiday Giving Tree program. (14%)
- Cooking and Kitchen duties, support NEFP in assembling grocery boxes. (20%)
- Maintain client activity calendar monthly, provide case management support for clients, contribute to Day Center social media sites and monthly client newsletter, participate in HIV Day Center events including PRIDE, World AIDS Day, and AIDS Walk. (20%)
- Represent HIV Day Center when necessary at external community functions and events, approximately 3-5 times per year. (1%)



Education Requirements: Bachelor's Degree

Required experience, qualities, or specialized training:

- Ability to serve within the mission, vision and ethics of EMO
- Willingness and ability to interact with people of diverse ethnicity, socio-economic circumstances, religion, culture and sexual orientation.
- High-level organization and prioritization skills and ability to maintain a calm, professional demeanor.
- The ability to effectively communicate both verbally and in writing.
- Patience and empathy.
- High tolerance for ambiguity and change.
- Ability to serve independently.
- Ability to collaborate with staff members and with volunteers.
- Familiarity with Microsoft Windows tools and applications

Preferred experience, qualities, or specialized training:

- Experience in working with diverse populations, especially low-income and individuals with HIV/AIDS.
- Bachelor's degree or at least three years in human service-related field.
- Bilingual English/Spanish
- Experience in de-escalation, mental health interventions, and suicide prevention.

Language Requirements: English. Those with a background in French are encouraged to apply.

Other Requirements: Valid driver's license in order to transport clients in the organization's vehicle to offsite field trips 1-2 times per month, drive to NEFP to assemble grocery boxes, or pick up lunch from Patton Home if needed.

Additional Position Details

Physical/Mental Demands: Service at the Day Center entails a healthy mix of sitting and standing. At times lifting up to, but not more than, 20 pounds is requested. Organizing the schedule for client activities is a regular part of this position. Communicating with the public, including but not limited to other service agencies and church congregations is a regular part of the position.

The Day Center is a high energy, chaotic environment. The successful candidate will have a high tolerance for ambiguity and change.

Training and Professional Development Offered:

- First Aid/CPR/AED

To apply for this and other JV Flex positions, please submit an online application at jcnorthwest.org/JVFlex