



VOLUNTEER COORDINATOR
Red Lodge Transition Services, Oregon City, OR

Employment Type: Full Time

Job Description:

Schedule: Full-time Monday through Friday, with occasional weekends and evenings depending on the program schedule. Comp. time is utilized for flexible scheduling hours. Salary range: USD \$46,000.00 to \$56,000.00 depending on experience. Program Manager reports to Executive Director.

EDI Statement: Red Lodge Transition Services is a culturally specific organization committed to practicing, educating, and providing access to Native American/Indigenous cultural and spiritual practices through community outreach and culturally specific programming. Red Lodge embraces the diversity of all races, genders, ages, and sexual orientations. Our organization serves a wide variety of individuals; we prioritize Native American/Indigenous communities.

Overview of Organization: Red Lodge Transition Services is a trauma-informed organization and as such, we encourage applicants with lived experience who are well-grounded in their recovery and holistic values, to apply for this position. Our mission is to prevent and reduce incarceration among Native Americans. Approximately 80% of the population we serve self-identify as Native American. 100% of the people we serve have a history of one or more risk factors: Poverty, incarceration, substance abuse, intimate partner violence, sexual abuse, and/or mental health disorders. We provide a variety of programs inside Oregon State Prisons and two county jails.

Job responsibilities:

- Provide professional management and assistance with the development and implementation of a men's transition program for a culturally specific Non-Profit organization
- Support the Executive Director with capacity building, community

- outreach, expansion of funding sources and data gathering
- Provide direction and leadership to implement and achieve the non-profit's mission, vision, and values; strategy, goals, and objectives
 - Must be willing to help organize and implement fundraising and community outreach events
 - Must be available to travel long distances and adjust your schedule to fit program needs. Occasional weekends and evenings are required, and dependent on program objectives. The majority of hours worked are Monday through Friday
 - Applicants must practice and understand the media relations of a non-profit within the community and social media platforms. The Program Manager will be responsible for publicizing and advancing Red Lodge Transition Services programs by upholding the mission, vision, and values of the non-profit through community outreach and community partnership
 - The Program Manager will develop and strengthen professional relationships with organizations, funders, tribes, clients, and community members
 - Develop and manage program budgets and daily operations. Provide quarterly and annual reports. Provide assistance to non-profit Board of Directors, Executive Director, and auditors as necessary
 - Participate in continuing education to improve professional skills

The requirements listed below are representative of the knowledge, skills, education, and/or experience required for this position

- BA, BS, or master's in business, communications, finance, or public affairs **OR** 2+ years experience in related non-profit positions or their equivalent
- Personal and professional interaction with others
- Ability to practice and contribute to a culturally specific organization
- Effective/innovative leadership skills, team approach to getting the job done!
- Clean and sober for 2+ years. Must have knowledge of Substance Use Disorder and dual diagnosis
- Prior experience in fiscal management, strategic planning, goal setting, and action planning
- Prior experience in adult mentoring (formal and non-formal examples).
- Must have a basic understanding of trauma, adult addictions, and

incarceration

- Non-judgmental attitude toward others; must be trauma-informed and maintain professional boundaries with clients and staff
- Current driver's license with good driving history (Red Lodge Transition Services has company vehicles that require commercial vehicle policies). If you do not have a valid driver's license, please explain the situation. We are open to working with people in helping them obtain their licenses if possible
- Ability to communicate effectively with others
- Must be able to de-escalate situations and possess negotiation skills
- Basic knowledge of Government regulations for non-profit organizations
- Familiarity with Microsoft Office programs and basic experience with database software, electronic mail, and spreadsheets
- Must be eligible to be carded by the Oregon Department of Correction
- Consideration is given to people with lived experience who have 2 to 5 years of job experience working with underserved populations

Contact Information for application and interview:

- Pred Lodge Transition Services P.O. Box 55157, Portland, OR 97238
- 505-245-4175
- info@redlodgetransition.org