

Friends of Columbia Park is recruiting!

Special Projects Coordinator, Save Columbia Pool

VOLUNTEER SPECIAL PROJECTS COORDINATOR - OVERVIEW

The Special Projects Coordinator in close collaboration with the President of FOCP will be the FOCP representative for the Save Columbia Pool effort on behalf of FOCP. This role will work very closely and collaboratively with an emerging coalition comprised of neighborhood and business association members, community leaders, and other key stakeholders. The Special Project Coordinator will have a range of responsibilities that support coalition development, group/process facilitation, all aspects of project management on behalf of FOCP and generally serving as a grand task master/mistress for FOCPs participation and response to the City of Portland's planned closure of Columbia Pool. Friends of Columbia Park (FOCP) Board President will oversee and support the work of the Coordinator; the Coordinator will collaborate with other FOCP Board of Directors, volunteers, and other community members/groups to accomplish work as needed.

SPECIFIC DUTIES

Collaborate with President of FOCP

- Co-develop special project plan (already in draft form) and finalize with emerging coalition members
- Establish regular check-ins/process for communications about project progress and pitfalls

Special Project convening

- Co-convene/co-facilitate meeting(s) of coalition steering group
- Co-develop agendas report back on needed actions
- Collaborate with FOCP President, volunteers and other coalition stakeholders on agenda planning and convening as requested and needed

Special Project management

- Contribute to and finalize a 'SMART' action plan to Save Columbia Pool
- Identify and utilize a project management approach or system to keep effort on track
- Communicate with coalition members and support communication among group about project progress, barriers, issue and celebrations.
- In collaboration with research volunteers, gather information to inform project planning, management and coalition planning and action

Stakeholder management

- In collaboration with FOCP President and other coalition members do outreach to key stakeholders as needed
- In collaboration with research volunteers, gather information to inform outreach to key stakeholders

IDEAL CANDIDATE

The Special Projects Coordinator will:

- Have a love of Columbia Park and all of its amenities, in particular Columbia Pool and agree to the FOCP mission
- Be willing to take the lead on behalf of FOCP and participate in an emerging coalition and multi-pronged plan over the period of this current fiscal year
- Have experience in project management and/or political/other campaigns

- Have experience and skill facilitating processes and groups along a timeline utilizing creative ways to convene stakeholders and gather needed input
- Be a self-starter, flexible, uber-accountable and willing to hold others accountable, and adept at tracking and organizing a lot of moving parts
- Have a working knowledge of local City and regional government and politics
- Regarded as a socially and politically savvy individual
- Ideally, be a local resident of the North Portland Community, but not required
- Be willing to dedicate on average 4-8 hours/week to manage the current and emerging special project on behalf of FOCP, over this current fiscal year

COMPENSATION

FOCP is an all-volunteer organization and highly values the contribution that each of the Board members and volunteers make so that the organization functions well and can serve as stewards of beautiful Columbia Park.

APPLY

To express interest in and apply for this volunteer position email a letter of interest (not more than 1 page in length) to friendsofcolumbiapark@gmail.com outlining why you are interested in serving in this role and describing your qualifications and experiences that would make you a successful Special Projects Coordinator.

ABOUT FRIENDS OF COLUMBIA PARK

Friends of Columbia Park (FOCP) is a small non-profit (501c3) whose mission is to steward Columbia Park and all of its amenities. FOCP partners with the City of Portland and interested neighbors, institutions, and businesses to support Columbia Park as a thriving part of the North Portland Peninsula. When FOCP was formed in 1992, Portland Parks and Recreation (PP&R), gave FOCP purvey of the Columbia Cottage. The City of Portland owns and maintains Columbia Cottage. FOCP is responsible for the upkeep of the interior of Columbia Cottage and is able to rent the Cottage for private parties and make it available as a public gathering space.

FOCP is preparing to expand membership and launch a special project to Save Columbia Pool working in collaboration with many of the Peninsula's neighborhood associations, businesses, and other institutions and the City of Portland. With this expansion, there are several new roles needed to provide capacity and support for the all-volunteer Board and organization to respond to and be relevant to the surrounding community. The Special Projects Coordinator a new leadership role crucial to the success of the Save Columbia Pool effort which will be accomplished in coalition with other groups.

Learn more about Friends of Columbia Park at our website: <https://www.focp.org/>