



South Lane Regional Leadership Team Coordinator

Job Description

25 FTE

Hourly rate range \$24-26

Qualifications:

- Interest and commitment to the prevention of child abuse and neglect
- Connections with and/or strong drive to make connections with agency partners, community groups and individuals in Cottage Grove and Creswell (ie South Lane)
- Experienced in Excel, Word, Teams, PowerPoint, Zoom and other web-based communication and research tools
- Competent in oral and written communication
- Ability to work well independently and with diverse groups of people
- Skilled in conflict resolution and problem solving
- Required - 10-15 flexible hours per week
- Required - access to reliable internet to work remotely

Preferred Qualification:

- Fluency in Spanish

Responsibilities: Provide staff support and coordination for the South Lane 90by30 Regional Leadership Team

- Support RLT co-chairs in creating meeting agendas, facilitating meetings, and team direction
- Take minutes as needed using 90by30 minutes template and disseminate within one week of meeting dates
- Maintain regular virtual check-ins with 90by30 Associate Director
- Manage meeting logistics including recruiting local host sites, snacks and materials
- Provide monthly status report and attend monthly Cohort meeting in Eugene (virtual for now)
- Update Excel tracking logs monthly
- Work with Teams in uploading agendas, minutes, and handouts
- Work with 90by30 database in entering new contacts
- Volunteer Program
 - Support RLT member recruitment and arrange orientations for new members
 - Track all volunteer hours
- CAPM-Child Abuse Prevention Month (in April)
 - Support the RLT CAPM efforts in South Lane as determined by the regional team
 - Liaison between the RLT and other efforts throughout 90by30 CAPM work group
- Annual 90by30 Conference (October)
 - Support team efforts for displays and/or presentations
 - Support a robust attendance of RLT members and South Lane partners
- Write articles to be published in the Cottage Grove Sentinel and the Creswell Connection
- Write grants for projects, and oversee grant reports to funders
- Update PowerPoint files and make presentations to community organizations
- Participate in fundraising for the 5,000 Strong Campaign
- Organize RLT representation at community events, and at partnering organizations' meetings
- Act as liaison between 90by30 headquarters and RLT

Email cover letter and resume to friends@90by30.com