



Job Posting: Community & Proctor Relations Coordinator

Position Summary:

CCPC is a youth and family services agency in Salem, Oregon. We are currently seeking a talented and motivated individual to serve as our Community & Proctor Relations Coordinator. This person will work to improve CCPC's reach in the community by developing community partnerships with churches, community organizations, individuals, and local businesses. Additionally, they will work with CCPC's proctor homes (homes which provide therapeutic foster care) to maintain their training and certification. This person will also provide executive assistance to CCPC's Executive Director and Board of Directors.

We are seeking a person who can open doors in the community and serve as the public face of CCPC, but who can also perform important administrative tasks behind the scenes. They must be self-motivated, but also willing to work as a part of a team. And they must support the mission of CCPC, to provide guidance and care to Oregon's neediest youth. More information on CCPC is available at ccpcusa.com.

Qualifications

1. High School Diploma or GED required.
2. A Bachelor's degree in public relations or a related field is preferred. A combination of experience and education can be substituted for a formal degree.
3. Experience working independently on public relations and/or fundraising campaigns is desirable.
4. Experience providing administrative support at a high level. Knowledge of standard office administrative practices and procedures.
5. Proficient computer skills and knowledge of relevant software such as MS Office Suite and QuickBooks.
6. Ability to type 50 WPM.
7. Valid Oregon driver's license, personal auto liability insurance, and a driving record that permits coverage under the agency's corporate auto liability.
8. Successful completion of a thorough background check, including: criminal history check, reference check, employment history, educational verification, or licensing. Arrest and/or conviction of a crime does not automatically disqualify an applicant.

Job Duties:

1. Community Relations & Fundraising
 - Establish and maintain cooperative relationships with community groups, churches, individuals, and local businesses.
 - Arrange public appearances for agency to increase public awareness of the need for resources including proctor families, mentors and financial contributions.
 - Make arrangements, when needed, to produce or coordinate production of advertisements and promotions.
 - Work with Executive Director to develop agency fundraising programs. Monitor progress of fundraising drives.
 - Develop strategies to encourage new or increased contributions.
 - Recruit sponsors, participants, or volunteers for fundraising events.
2. Proctor Relations
 - Manage annual training plans for CCPC proctor homes, per Oregon Administrative Rule requirements.
 - Oversee the certification of new proctor homes.
 - Recruit new proctor homes.
 - Provide ongoing support to CCPC's proctor families.
3. Executive Assistance
 - Serve as the Assistant to the Executive Director and the Board of Directors
 - Prepare and edit correspondence, communications, presentations and other documents (including assembling packets for board meetings).
 - Conduct research, collect and analyze data to prepare reports and documents.
 - Manage and maintain executive schedules and appointments.
 - Arrange and co-ordinate meetings and events.
 - Interact with external clients.

Key Competencies

organization and planning // communication // information gathering and monitoring // problem analysis and solving // judgment and decision-making // initiative // confidentiality // team member // attention to detail and accuracy // adaptability // flexibility // self-motivation

Work Schedule

The position is full time, 40 hours, per week. Regular hours are Monday-Thursday, 8:00 AM to 6:00 PM, though this is subject to change from time to time due to the unique demands of the position.

Salary Range

\$30,000-32,000 annually. Medical, dental, and vision plans are available for all full-time employees.