



## Job Description

**Job Title:** REV Project Coordinator  
**Date:** 8/1/2023  
**Category:** Regular Full-Time  
**Reports To:** Executive Director  
**FLSA Status:** Exempt  
**Location:** Eastern Oregon University, La Grande, Oregon

### **ORGANIZATION SUMMARY**

The Rural Engagement and Vitality Center (REV) is a partnership program between Wallowa Resources and Eastern Oregon University focused on improving economic vitality, community engagement, workforce development, and student engagement throughout eastern Oregon. The REV's mission is to create partnerships between Eastern Oregon University and entities in Eastern Oregon to enhance the vitality of the region and develop tomorrow's rural workforce and leaders. Its vision is a diverse, vibrant, thriving eastern Oregon. Its role is to engage EOU's faculty and students in workforce development and community projects to support economic development, land use and regional planning, arts and culture, and education and youth strategies in partnership with other organizations, businesses, and local groups.

Wallowa Resources (WR) is a community-based 501(c)3 nonprofit corporation, established in 1996 with leadership from Wallowa County Commissioners. Since then, WR has worked to bring people together to empower rural communities to create strong economies and healthy landscapes through land stewardship, education, and job creation. We strive to balance rural economic well-being with the stewardship and conservation of its resources, preserving each rural area's heritage of making a living from the land.

### **JOB SUMMARY**

The successful applicant will work alongside the REV Program Manager to support improving economic vitality, community engagement, workforce development and student engagement throughout eastern Oregon. The Coordinator reports directly to the REV Executive Director. The Coordinator works with EOU's faculty and students in workforce development and community projects to support economic development, land use and regional planning, arts and culture, and education and youth strategies in partnership with other organizations, businesses, and local groups.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

The following are desired to successfully perform the Essential Job Duties and Responsibilities.

#### **Project Leadership**

- Work with the Executive Director and Program Manager to coordinate project management activities, resources, and information.
- Work with the team to create project action plans and monitor project progress and handle any issues that arise.

- Work closely with stakeholders to identify and define priorities, requirements, scope and objectives.
- Act as the point of contact and communicate project status to all participants and stakeholders
- Create and maintain comprehensive project documentation, plans and reports.
- Maintain open lines of communication and schedule regular meetings with student employees to ensure their internships and placements are a success.

### **Communications**

- Ensure that the website and social media accounts (Facebook, Instagram, LinkedIn) are active and updated regularly to reflect current status of REV projects and activities.
- Prepare quarterly newsletters to distribute to the REV mailing list.
- Attend and participate in community programs and meetings when appropriate.
- Work directly with both EOU and WR marketing and communications staff to provide updates and coordinate shared communications strategies.
- Identify and communicate priority public relations announcements.

### **EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

*The following are the minimum levels required to successfully perform the Essential Job Duties and Responsibilities.*

- Ability to work independently and in a team environment.
- Successful experience leading groups in a committee environment focused on a common goal.
- Interest in, and understanding of, workforce development, community engagement, and regional planning.
- Solid time management skills; ability to handle multiple projects, meet deadlines, and function independently in a busy office environment. Must have demonstrated experience managing multiple projects at once.
- Strong written and oral communication skills.
- Shows attention to detail in his/her work.
- Experience in working with students and faculty in an academic environment.
- Demonstrated problem-solving skills and ability to independently and thoroughly seek out answers to problems and questions.
- Passionate about workforce development, community engagement, and the idea of people working together to create positive change. Has demonstrated vision and creativity.
- Personable and positive attitude, both within the office and out in the community.
- Proficient in platforms such as Asana, Monday, Salesforce, Hubspot, Microsoft Word, Excel, PowerPoint, and Outlook. Graphic design experience will be looked upon favorably.
- Demonstrated experience working with diverse groups of people.
- Ability to work a flexible schedule, including evenings and weekends, in order to attend community meetings and events.
- Background in community planning, community development, economic development, and/or account management is preferred.
- Bachelor's degree and at least three years of relevant experience. Must have a valid driver's

license and have own transportation.