

Equity and Engagement Manager



Position Title: Equity and Engagement Manager
Reports to: Executive Director
Location: Portland, OR, remote work regularly
Status: Salaried, full-time 35-40 hours per week (exempt)
Compensation: \$69,461 starting salary | \$512.50 per month health reimbursement account | mileage reimbursement | \$50 per month home office reimbursement | 403b 3% employer contributions after one year | unlimited paid-time off policy

ABOUT TRAILKEEPERS OF OREGON

Founded in 2007, Trailkeepers of Oregon (TKO) is a non-profit organization whose mission is to protect and enhance the Oregon hiking experience through advocacy, stewardship, outreach and education. TKO staff and volunteers build, restore, and maintain hiking trails across the state; are actively committed to promoting hikers' interests in Oregon; and promote hiking as an activity that encourages healthy Oregonians and fosters conservation of public lands.

ABOUT THE POSITION

At TKO, we believe trails are for everyone. The role of the Equity and Engagement Manager is to lead and implement strategies to help make trail access in Oregon inclusive, safe, and welcoming. The position will create and implement the organization's diversity, equity, inclusion, and belonging (DEIB) strategy in pursuit of [TKO's strategic goals in building a movement where hikers in Oregon feel safe and welcome in outdoor spaces](#). The position will also lead TKO's efforts to engage diverse volunteer audiences, develop inclusive programming, and provide volunteer experiences that welcome participants of all abilities and backgrounds.

This position will work closely with the Executive Director, Stewardship Manager, and DEIB Committee.

GENERAL RESPONSIBILITIES

- Support and advance TKO's internal DEIB goals (40%)
 - Develop and implement policies and practices that advance TKO's DEIB goals.
 - Review current TKO practices and policies to assess their alignment with organizational goals.
 - Lead and supervise the integration of DEIB components in TKO programming, including trail stewardship, public engagement, and skills training courses.
 - Advise and participate in TKO DEIB workshop training series.
 - Collect and analyze data to review TKO audience demographics in accordance with DEIB goals.
 - Develop and implement recruiting and retention practices to attract employees from diverse backgrounds.
 - Provide guidance to management staff in developing performance measures and other employee evaluations and policies.

- Maintain current knowledge of DEIB-related issues, legislation, and best practices.
- Serve as staff liaison for the TKO DEIB Committee.
- Manage TKO volunteer engagement and outreach programming (40%)
 - Supervise the planning and implementation of Trail Ambassador programming with the goal of reaching new volunteer audiences and providing welcoming outreach to new and inexperienced hikers.
 - Manage special projects such as affinity group events, family-friendly trail parties and trail accessibility improvements.
 - Coordinate outreach opportunities at public events to connect with new audiences at tabling and speaking engagements.
 - Support communications across stewardship, advocacy and fundraising initiatives.
 - Cultivate working partnerships and collaborations with public agencies, nonprofits, and outdoor organizations focused on DEIB and the Oregon hiking experience.
- Develop and implement educational and workforce development programming (20%)
 - Manage consultants and expand TKO training curriculum and materials to create learning opportunities for post-secondary students for workforce development.
 - Develop and manage accreditation for participants seeking undergraduate and graduate degrees, as well as seeking AICP CM, LA CES PDH, or CEU/PDH equivalency petition credits through Trailkeepers University training experiences
 - Create and implement learning opportunities for secondary students by adapting TKO trail stewardship curriculum according to Next Generation Science Standards, with a focus on serving under-resourced schools.
- Perform other related duties as assigned

DESIRED QUALIFICATIONS

- Demonstrated ability to work with people of diverse races, ages, genders, sexual orientations, abilities, and economic backgrounds.
- Cultural competencies and professional experience in diversity, equity, inclusion, and belonging initiatives at a strategic level that are transferable to outdoor recreation, volunteer management, and public lands management.
- Ability to work independently and directly supervise staff and interns to plan, prioritize, and organize a dynamic workload while managing organizational growth and successful programs.
- Experience leading outreach, promotion, advocacy, or similar engagement-based programs in urban and rural communities.
- Ability and emotional intelligence to work collaboratively with TKO staff, volunteers and partners on every level, demonstrating a deep understanding of effective strategies to advance diversity, equity, and inclusion centered on antiracism, anti-ableism, antisexism and social justice.
- Preferred experience reviewing, assessing, and designing curriculum with a culturally responsive lens.
- Passion for TKO's mission, vision, and values to protect and enhance Oregon's outdoor places.

EDUCATION AND EXPERIENCE

Formal education is not required for this role. However, a strongly aligned skillset is. Please take care to write a resume and letter of interest that concisely explains your experience and why you're right for this role.

Studies show that women and people of color are less likely to apply for jobs unless they believe they meet every qualification listed in a job description. TKO values lived experience and we are dedicated to embracing diversity. If this role sounds exciting to you, we want to hear from you!

STEPS TO APPLY

Include the following in the Google Form link below:

- Resume - please include professional, educational and volunteer experience
- List of at least 3 professional &/or volunteer references
- Up to 2-Page Letter of Interest, please include the following:
 - TKO is dedicated to diversity, equity, inclusion and belonging and needs staff, volunteers, and supporters who uphold the importance of safe access to the outdoors. Based on your past experience, what is your approach to leading organizational change? Please reference priorities that you see in our [TKO Strategic Plan 2020-2030 for DEI Impact Area](#).
 - Being in charge of growing engagement programs demands a person who can pursue urgent priorities, welcome new and dynamic opportunities, and advance long-term strategic efforts. What experiences do you have in managing time and people to be effective while navigating changing work priorities?
 - Special projects for affinity groups, accessibility and other workforce development initiatives will require a skilled facilitator who understands how to tap into the skills/expertise of staff, partners and consultants. Please share an example of a collaborative program or project that you have led and what made it successful.
- Submit these items to the Google Form [HERE](#)

TIMELINE

- April 19th - Job posted. Resumes reviewed on a rolling basis.
- Mid May - First round score applicants, schedule interviews, reference checks
- Position begins when the best candidate is found, ideally June 1st start date

This is an at-will position and is contingent on a variety of short and long term funding. The purpose of this position description is to provide information reflecting current practices. This position description does not constitute nor create any contractual agreement, rights or obligations. This position description may be amended to reflect changing priorities and adjusted funding. This institution is an equal opportunity provider.