



Job Opening: Communications/Program Coordinator

Go Lloyd is a nonprofit business association promoting transportation options for employees and residents in Portland's Lloyd neighborhood. Through public-private partnerships, our programs reduce drive-alone commute trips and result in improved air quality, increased capacity for customer and visitor trips, and a more livable and sustainable neighborhood. For more information, visit golloyd.org.

JOB DESCRIPTION

Go Lloyd is seeking a part- to full-time staff member to help coordinate a number of diverse programs that encourage Lloyd employees and residents to choose transit, biking, walking, or ridesharing for their daily commute. Responsibilities include:

- **Web/Social Media Management**
The Communications Coordinator maintains Go Lloyd's website, including regularly updating our blog and events calendar; manages the organization's social media presence; designs and distributes our monthly e-newsletter; and provides ongoing delivery of content to our neighborhood-wide transit screen program.
- **Design/Promotions**
The Communications Coordinator designs promotional and collateral materials for web and print, including posters, flyers, brochures, maps, and more. Experience in graphic design is a prerequisite for this position.
- **Program Support**
The Communications Coordinator provides regular support to our Program Managers. This role requires the ability to prioritize tasks and juggle multiple projects. The Communications Coordinator will engage in public outreach through events, workshops, and meetings, and a friendly yet professional demeanor is a must.
- **General Office Support**
The Communications Coordinator acts as first-line backup to the Office Manager, answering phones, serving customers in Go Lloyd's transportation store, and performing other tasks as assigned. This may include cleaning/organizing storage areas, taking inventory, purchasing supplies, simple maintenance of equipment, etc.

The above is not an exhaustive list of duties, and this position calls for an individual who is adaptable, quick to learn, and willing to tackle the variety of tasks that arise in a small nonprofit, from the mundane to the challenging. The Communications Coordinator may occasionally be asked to work outside of normal business hours as special events or projects dictate.

QUALIFICATIONS AND EXPERIENCE

The successful candidate will have experience in an office setting, a passion for working on issues related to transportation, sustainability, and/or urban planning, and a commitment to making our neighborhood and city a better place to work, live, and play. While this is not a physically demanding job, applicants should be able to walk several miles, stand 3-4 hours, and lift up to 30 pounds.

Minimum qualifications:

- A bachelor's degree
- Outstanding written and verbal communication skills
- Proficiency in Microsoft 365 (Outlook, Word, Excel, PowerPoint, etc.)
- Proficiency in Adobe Creative Suite
- Familiarity with the major social media platforms

Preferred qualifications:

- Experience with data collection and entry
- Familiarity with Mailchimp, Squarespace, and Salesforce
- Knowledge of regional transportation systems and issues

WAGE & BENEFITS

This position will start at 30 hours per week with an hourly wage of \$22.50. Hours may be increased to up to 40 per week, depending on the organization's and individual's needs. Benefits include paid time off, paid holidays, comprehensive health care coverage, IRA matching contributions, an annual transit pass, and use of the Lloyd Cycle Station, a secure bike parking facility in our building. Our office is centrally located in the Lloyd neighborhood, and easily accessible by MAX, streetcar, and several bus lines.

TO APPLY

Please submit a resume and cover letter as separate PDF documents to Jenny Taylor at jenny@golloyd.org. The subject line of your email should be "Application for Communications Coordinator". Please include your full name in the file name of both documents. This position is open until filled; those interested are encouraged to apply as soon as possible.