



**Liberty House Job Announcement**  
**Bilingual Community Coordinator (On-Site)**  
Full-time – 40 hours  
Starting at \$21.84 per hour

**About Liberty House**

Liberty House is a child advocacy center; a nonprofit organization dedicated to supporting children and families facing concerns of abuse, neglect, trauma, and grief. Our successes lead to vital positive social change, and we are looking for a highly organized, energetic, self-motivated, and passionate person to join our team. Visit [www.libertyhousecenter.org](http://www.libertyhousecenter.org) to learn more about Liberty House.

**Bilingual Community Coordinator**

The Bilingual Community Coordinator will work to engage, inform, educate, and involve the Spanish-speaking community in Marion and Polk Counties to help us better assist this substantially underserved and underrepresented group. This professional will have a high attention to accuracy and detail, a service-oriented mentality, a strong sense of project ownership, and excellent communication and relationship-building skills. The coordinator will attend community gatherings and outreach events, host engagement opportunities and educational training, and cherish the supporters who join our mission to serve children and families. This position will be supervised by the Prevention Program Director who is responsible for working successfully with the community engagement team, the Prevention Department, the Chief Executive Officer, and the Board of Directors to promote relationship building and successful fundraising.

**Basic Functions and Responsibilities of the Position:**

***Spanish Community Donor/Volunteer Relations and Outreach***

- Nurture, cherish, and recruit Spanish-speaking community members who support our mission.
- Acquire mastery of Bloomerang, our donor and contact database, and maintain records there.
- Generate Spanish receipts and thank you letters in a timely manner and keep them updated regularly.
- Receive donations and conduct donor relations activities such as calling donors to thank them personally and coordinating gratitude efforts with team members.
- Attend community networking weekly events, such as the Latino Business Alliance, with the intention of building relationship within the community.
- Through networking, encourage tours, presentations, trainings, and personal invitations to learn more about the mission of Liberty House.
- Work with the Donor Relations Team and Event Coordinator to plan Spanish-speaking events, gatherings, and engagement opportunities.

***Prevention Education and Support***

- Facilitate Darkness to Light Child Sexual Abuse Prevention trainings in Spanish or English as needed.
- Support Prevention Team projects, presentations, and campaigns and be capable of leading any of our provided trainings in Spanish or English.

- Coordinate with Prevention Outreach Coordinator to strategize and implement outreach efforts.
- Manage Spanish-language social media platforms and digital materials.

### ***General Community Engagement Support***

- Develop and maintain custom reports based on organizational event needs. Create and produce invitation lists.
- Translate Liberty House publications, including brochures, annual reports, and flyers into Spanish.
- Work with the Donor Relations team to coordinate overall donor engagement and stewardship.
- Attend and assist all major Liberty House fundraising events in September, December, and April/May

### ***Other Requirements***

- Fluent in Spanish and English, able to communicate verbally, and in writing in both Spanish and English.
- Have a dependable vehicle with a willingness to travel throughout Marion and Polk counties, especially in Woodburn and the surrounding area.
- Flexibility in working occasional odd/extra hours including evenings and weekends depending on events and presentations.
- Be able to maintain the highest of expectations regarding customer service interactions.
- Be able to work under short deadlines and high-pressure situations.
- Be prepared to handle other duties as assigned.
- Must be able to pass a criminal background, DHS Child Welfare Registry and sex offender registry check prior to employment.

### **Qualifications:**

#### ***Required Education and Experience:***

- Bachelor's degree in communications, information technology, social work, or a related field.
- Two years or more in a field requiring customer service skills.
- Two years or more experience working in a Spanish-speaking environment.
- Another acceptable combination of education and experience.
- Strong skills in telephone, written, and verbal communication.

#### **Other Qualifications:**

- Experience in database maintenance or administration, preferably with Bloomerang.
- Basic skills in Microsoft Office programs.
- Strong skills in telephone, written, and verbal communication.
- Valid Oregon driver's license and acceptable driving record, proof of automobile insurance; and personal reliable transportation.
- A criminal background check, DHS Child Welfare Registry check, and sex offender registry check are all required for employment at Liberty House and will be completed for finalists.
- Experience working in nonprofit, is a plus but not required.
- Knowledge of child abuse dynamics.

### **To Apply:**

Please email a **cover letter, application and resume** to: [HR@libertyhousecenter.org](mailto:HR@libertyhousecenter.org)

Attention: Kaute Harrington, HR Coordinator

Open until filled

### **Hours, Compensation, and Benefits:**

- Full-time, hourly position at 40 hours per week, typically Monday-Friday, with the ability to work evenings and weekends intermittently required. Some flexibility of schedule during the week in anticipation of events; ability to work early evenings and weekends intermittently required; and ability to flex hours to avoid overtime.
- Compensation: dependent upon education and experience.
- Benefit package: health insurance, fully paid for employees; flexible spending plans; retirement match; eleven paid holidays, paid vacation and sick leave; employee assistance plan; athletic club membership subsidy.

Liberty House does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, disability, national or ethnic origin, or other legally protected status. Women, people of color, people with disabilities, and LGBTQ candidates are encouraged to apply.