



OEA Choice Trust Position Announcement

Position Information:

Position Title: Engagement Officer

Work Location: Tigard, Oregon (Work from home until COVID-19 restrictions lifted)

Position: Full Time, Exempt

Reports to: Associate Director

Position Salary Range: \$55,000 – \$60,000

Position Description:

The Engagement Officer will serve as an active member of OEA Choice Trust's dynamic team. Responsibilities include developing and implementing an engagement plan with the Associate Director that promotes the Trust's school employee wellness benefits and initiatives to key stakeholders and partners. This position will lead the coordination of professional development offerings, which includes the Annual Oregon School Employee Wellness Conference, Journey to Wellness Meeting and other educational opportunities (in-person and/or virtual).

Responsibilities:

- Co-develop with the Associate Director the engagement plan and strategies for ensuring successful outreach and communication of the Trust's wellness benefits and initiatives.
- Maintain a shared calendar of engagement activities which includes partner events, workshops, presentations, and other communication opportunities.
- Plan, prepare and coordinate OEA Choice Trust presentations and meetings in collaboration with the Trust team, grantees, and partners.
- Schedule regular engagement meetings (in-person or virtual) with stakeholders, partners, and education professionals.
- Lead and coordinate the implementation of the engagement plan with all team members where needed to fulfill the Trust's outreach and communication goals.
- Cultivate and maintain key relationships with Trust stakeholders and partners in partnership with the Executive Director and Associate Director.
- Co-present and exhibit at key state conferences representing OEA Choice Trust.
- Serve as lead to plan, coordinate and deliver the statewide Oregon School Employee Wellness Conference and annual Journey to Wellness Meeting in collaboration with the Trust team, key sponsors, and partners (health and education).
- Assist in the coordination and development of Professional Development opportunities with the Associate Director that aligns with the Trust's vision and holistic employee health and well-being model.

Other Responsibilities:

- Participate in developing and sustaining a healthy, resilient organizational culture. Work collaboratively with the Trust team and DEI consultants/guides to recommend, develop, and support policies and practices that foster the infusion of DEI internally and externally.
- Perform other duties as assigned by the Associate Director.

Minimum Qualifications:

- Demonstrate a genuine interest and commitment to school employee wellness.
- Three years of experience working with educators or in a public-school environment.
- Experience and/or working knowledge in employee health promotion, worksite wellness or public health preferred.
- College (BA/BS) or at least 4 years of related experience required. Related experience includes communications, developing and delivering professional educational trainings and/or conferences, and engaging stakeholders.

Competencies:

- Proven project management skills and ability to prioritize work to meet deadlines.
- Proven success to work collaboratively with external colleagues, school staff, union leaders, district administrators, community partners and stakeholders.
- Strong analytical, interpersonal, and presentation skills.
- Work collaboratively and effectively as part of the OEA Choice Trust team.
- Ability to forward plan and follow through to produce deliverables.
- Ability to prioritize and manage own work; self-driven to work independently.
- Must be able to communicate orally, in writing and with individuals and groups in person and virtual settings.
- Demonstrated high degree of professionalism, creativity, and diplomacy.
- Be proficient in using PowerPoint, Excel, Outlook, Zoom, Smartsheets (or equivalent database platform) and Word.
- A strong connection with diversity, equity and inclusion and the lived experience across many communities in Oregon.

Working Conditions and Environment:

- Works in an office or virtual environment. Able to use a computer, virtual meeting software and other office equipment.
- Requires in state travel with overnight stays to attend conferences, participate in grantee site visits and partner meetings and presentations. Available for 30% travel. (Once restrictions from COVID-19 are lifted).
- Requires valid driver's license with an acceptable driving record.
- Requires current copy of auto insurance declaration page.
- Ability to be flexible with work hours including occasional nights or weekends.
- Ability to lift and carry 25-30 pounds.

Job descriptions are a summary of a position's duties and responsibilities. They are descriptive in nature and do not necessarily define every function of a position.

This job description is subject to change at any time.

Application Process:

Position will remain open until filled. **Accepting applications for review until January 31, 2021.**

Job application must include the following documents:

- Cover letter
- Resume
- OEA Choice Trust Job application form

For more information, please contact Inge Aldersebaes: Inge@oeachoice.com

Please send application to:

Inge Aldersebaes
CC Holly Spruance
OEA Choice Trust
6900 SW Atlanta St. Bldg. #2
Tigard, OR 97223

Applications may be submitted via e-mail to:

Inge Aldersebaes inge@oeachoice.com & cc: Holly Spruance hs@oeachoice.com

Benefits package:

Includes health, vision, dental insurance, Life products and Long/Short-Term Disability. You will also be eligible for annual paid holidays, paid vacation days, paid sick leave and retirement benefits. A \$700/mo. car allowance is included.

The Trust is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis ["protected class"] including, but not limited to: race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, genetic information, marital status, veteran status, disability, or other characteristics protected under local, state, or federal law. You may discuss equal employment opportunity related questions with Management.