



OEA Choice Welfare Benefit Trust Position Description

Position: **Communications and Events Specialist - Exempt**

Reports to: **Associate Director**

Summary:

The Communications and Events Coordinator serves as an active member of OEA Choice Trust's dynamic team. Key responsibilities include developing and implementing communication and outreach plans with the Associate Director that promote the Trust's education employee well-being benefits and initiatives to geographically and culturally diverse audiences. Strategies include, but are not limited to written communications, presentations, tabling at events, hosting events, social media, and grassroots networking.

This position also leads the coordination of professional development offerings and convening events, including statewide and regional conferences, affinity groups, webinars with hosted presenters, and resource dissemination. Events and outreach activities require occasional local and statewide travel.

The OEA Choice Trust exists in order to support the health and well-being of Oregon public education employees. This position's communication efforts and interactions allows for direct connection with a broader audience of potential grantees and well-being beneficiaries. Trust offerings are continually strengthened through hearing and learning from education employees in this way, and resources reach more individuals and groups. This position is critical to the Trust's implementation of high quality professional development trainings, keynote presenters, experiential rejuvenation practices, and peer support convenings that respond to the current needs of Oregon education employees and engage active participation.

Essential Functions & Responsibilities:

Communications, Connections & Presentations – 50%

- Co-develop with the Associate Director the communications and outreach plans and strategies that successfully communicate the Trust's well-being benefits and initiatives across diverse audiences statewide.
- Maintain a shared calendar of outreach activities which includes partner events, workshops, presentations, and other communication opportunities.
- Lead and coordinate the implementation of the communication and outreach plans with all team members, to fulfill the Trust's goals.
- Write copy for monthly newsletters, promotional messages and flyers, social media posts, and event-specific website updates.
- Work closely with other communications staff and outside vendors to inform and approve their creative design and formatting work that supports the intention of written copy.
- Plan, prepare and coordinate OEA Choice Trust presentations, PowerPoint slides and meeting agendas in collaboration with the Trust team, grantees, and partners.

- In coordination with the Associate Director, schedule regular outreach or engagement meetings (in-person or virtual) with stakeholders, partners, and education professionals.
- Authentically build and foster new relationships and connections with public education employees, reaching and connecting with groups who have been historically excluded or culturally underrepresented in wellness programming, to support and accurately communicate the broad range of well-being needs that exist.
- Co-present and exhibit at key state education and well-being conferences and public events, representing OEA Choice Trust.
- Implement and maintain the organization's branding guidelines, ensuring all communications reflect the organization's vision, voice, values, and equity commitments.

Event Planning and Implementation – 45%:

- Assist in the creation of professional development objectives to ensure training events reflect the Trust's mission, values, and goals to promote holistic employee health and well-being using trauma informed best practices.
- Serve as a logistical project leader to plan, coordinate and deliver both virtual and in-person education employee well-being statewide conferences, regional convenings, affinity group spaces, professional development workshops and networking convenings in collaboration with the Trust team, key sponsors, and education and health partners.
- Facilitate committee and planning meetings to collaboratively set event priorities, goals, agendas, and logistics.
- Curate a list of potential topic experts, trainers, and experiential facilitators whose professional experience and/or lived experiences prepare them to offer health and well-being benefits that are accessible and grounded in an understanding of antiracism and trauma-informed practices and provided equitably for all Oregon public education employees.
- Establish and maintain relationships with venues and event vendors, overseeing their deliverables, contracts, and invoicing timelines.
- Prepare event budgets with the Associate Director and manage all event costs to remain under budget throughout implementation.
- Anticipate scenarios that could impact the integrity or quality of any event or professional development offering. Address any challenges or opportunities that arise, engaging team members or leadership, as necessary.

Other Responsibilities – 5%:

- Participate in developing and sustaining a healthy, resilient organizational culture.
- Work collaboratively with the Trust team and equity consultants/guides to recommend, develop, and support policies and practices that foster the infusion of diversity, equity, inclusion, justice, and accessibility (DEIJ+A) internally and externally.
- Perform other duties as assigned by the Associate Director.

Preferred Skills/Experience:

- Demonstrate a genuine interest and commitment to education employee well-being.
- Four or more years of experience in communications, professional development training, and/or event planning.

- Professional and/or lived experience connecting authentically with diverse communities, engaging within historically marginalized populations, and communicating across cultural differences, including metropolitan cities and rural communities.
- Experience working with educators or in a public education environment is preferred.
- Experience and/or working knowledge in employee health promotion, worksite wellness or public health is preferred.

Required Skills/Experience:

- Proven project management and event planning skills and ability to forward plan, prioritize work, and follow through to produce deliverables by planned deadlines.
- Proven success as a thoughtful collaborator as part of a staff team, and with external colleagues, education employees, community partners and stakeholders.
- Ability to communicate clearly and effectively orally, in writing and with individuals and groups in-person and in virtual settings.
- Strong writing, public speaking skills and presentation.
- Demonstrated reliability, creativity, tact, confidence in abilities and insight to know when to consult with others. Willingness to bring new ideas to the table and self-driven to manage own work.
- If not proficient in using PowerPoint, Excel, Outlook, Teams, Zoom, Smartsheets (or equivalent database platform) and Word, ability and commitment to learn and use new software and systems.
- Commitment to, and strong understanding of diversity, equity and inclusion work and trauma-informed practices.

Working Conditions and Environment:

- Works in an office environment 2+ days per week, with option for flexible hybrid remote work schedule, as agreed upon, if desired.
- Able to use a computer, virtual meeting and project management software, and other office equipment.
- Requires valid driver's license.
- 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.
- Requires in state travel with overnight stays to attend conferences and participate in grantee site visits. Available for up to 15% travel during busier conference seasons. The Trust works to prioritize the safety and well-being of all employees during their travel throughout the state.

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.