



# Communications and Events Specialist

Location: Tigard, Oregon

## Who We Are:

We are OEA Choice Trust, a nonprofit dedicated to improving the health and well-being of all Oregon public school employees. Our vision is that all Oregon public school employees are healthy, resilient and engaged as champions for healthy school environments and vital communities.

The Trust believes in supporting well-being and health equity through our strategic planning, our wellness programs and grant funding, and in the culture we build together internally. Our spacious office is located on a beautiful, wooded campus in Tigard and work is performed on a hybrid schedule, both on-site and remote.

## Current Opening:

We have an immediate opening for a full-time Communications and Events Specialist to join our small and dynamic team. This position's planning, coordination, and promotion efforts are critical to the success of the Trust's service offerings and events, and active participation by Oregon education employees. Communication, outreach and event efforts and interactions allow for consistent community connection, broadening the audience of potential grantees and well-being beneficiaries.

## Compensation:

Full-time, exempt position with a starting salary range of \$56,000-67,000 and an impressive benefits package. At the Trust, full-time employment is 37.5 hours per week.

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## Key Responsibilities include:

- Uphold and center the organization's commitment to diversity, equity, inclusion, accessibility, and antiracism practices in all areas of responsibility.
- Serve as a logistical project leader to plan, coordinate and deliver both virtual and in-person 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.
- Co-present and exhibit at key state education and well-being conferences and public events, representing OEA Choice Trust.
- Write copy for monthly newsletters, promotional messages and flyers, social media posts, and event-specific website updates.
- Develop and implement communication and outreach plans that promote the Trust's well-being benefits and initiatives to geographically and culturally diverse audiences. Strategies include, but are not limited to written communications, promotional materials, presentations, tabling at events, hosting events, social media, and grassroots networking.
- 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.
- [Read the full position description here.](#)

## Skills/Experience Required:

- 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 team, and with external colleagues, 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 and presentation skills.
- Demonstrated reliability, creativity, tact, confidence in abilities and insight to know when to consult with others. Willing to bring new ideas to the table and self-driven to manage own work.
- If not proficient in using Microsoft Suite, Teams, Zoom, Smartsheets (or equivalent database platform), demonstrated 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.
- Occasional in-state travel is required with overnight stays to attend conferences. 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.
- We require all employees be fully vaccinated against COVID-19 as a condition of employment, subject to accommodation.

## Our Benefits:

Our benefits align with our values around well-being and health equity, including 100% employer-paid medical, vision & dental insurance for employees and their families. Our retirement package includes a 401(k) plan with employer match after 1 year as well as employer paid contributions to a 401(a) account.

Vacation, sick and office closure over the year-end holidays are provided. We also offer an internal well-being program for our team.

## Preferred Skills/Experience:

- 4+ years of experience in communications, professional development training, and/or event planning.
- Professional and/or lived experience connecting with diverse communities, and communicating across cultural differences, including metropolitan cities and rural communities.
- Genuine interest and commitment to the well-being of education employees and experience working with or within a public education environment.
- Knowledge in employee health promotion, worksite wellness or public health.
- If you do not meet all of the specified criteria, however you feel that you could learn and grow within this position, we encourage you to apply.

**To Apply:** If you are interested in joining our mission-driven organization, [please click here](#) to submit a cover letter explaining in detail your interest in working for OEA Choice Trust and how your skills and experience have prepared you to be successful in this position. Please also include an updated resume. Applications that do not include a cover letter will not be considered.



Our hiring process includes an initial screening of application materials, first interviews via Zoom, the completion of a position specific assignment, and a second interview in person with multiple members of our team.