



## Union Gospel Mission Position Description

**POSITION TITLE:** Community Engagement Manager

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**REPORTS TO:** Director of Advancement

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**SUPERVISES:**

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**LOCATION:** 3 NW Third Ave. Portland, OR 97209

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**STATUS:** Full-Time

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**COMPENSATION:** \$50k, Medical Benefits, 403(b) Matching, Paid Holidays, Vacation, and Sick Time

### OVERALL POSITION DESCRIPTION:

The Community Engagement Manager (CEM) ensures that there are clear pathways for churches, businesses, and individuals to experience and serve with Union Gospel Mission. This role works as part of the Advancement team, and interfaces with all aspects of the mission to connect the greater Portland community to the on-the-ground needs of the mission. The core of this role is the management of the volunteer pipeline from recruitment to qualification and stewardship of the volunteer community.

### RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- Support and oversee all volunteer, church, and business engagement activities for Union Gospel Mission.
- Develop and manage a clear pipeline for individuals and groups, including churches and businesses, to have high impact experiences and ongoing volunteer opportunities with the mission.
- Develop and manage processes for volunteer orientation, training, appreciation, and community building experiences.
- Maintain up-to-date volunteer policies, procedures, job descriptions, and training materials.
- Ensure appropriate levels of volunteer support for program needs, including volunteer events like holidays.
- Be present and available to facilitate key volunteer experiences where needed.
- Work with teams across the organization to develop new volunteer opportunities and engagement experiences that foster deeper connection with Union Gospel Mission and fill programmatic and organizational needs.
- Train UGM staff on the vision for community engagement, processes, and management.
- Manage the volunteer database and other technology systems as needed to ensure excellent processes for recruitment, user experiences, record keeping, and reporting.
- Some evening and weekend work will be necessary to perform essential functions.

### JOB REQUIREMENTS:

- Committed Christ-follower.
- Champion for volunteerism and engagement with the mission.
- Passion for homeless and addiction recovery services.
- Strong personal, organizational, and project management skills and warm yet professional demeanor.
- Comfortable working with a wide diversity of stakeholders including board members, volunteers, churches, businesses, LifeChange Residents, people experiencing homelessness, givers, daily mission visitors, and other community members.
- Effective trainer and leader.
- Excellent verbal and written communication and public-speaking skills.
- Able to quickly problem-solve; creative, and a self-starter.
- Proven ability to collaborate with a team and produce excitement and support for new initiatives.
- Comfortable with digital technology.

**PREFERRED EXPERIENCE:**

- Bachelor's degree/Prior management experience
- Experience with volunteer management/Related job history in non-profit sector

**ADDITIONAL INFORMATION:**

- A criminal history and background check are required and must be successfully completed
- Ability to effectively handle multiple tasks as assigned
- Ability to walk up and down steps

**QUALIFICATIONS:**

**Character:** Strong commitment to the vision and values of Union Gospel Mission, have a passion for the gospel, and a desire to serve the homeless, broken, and addicted. Must be a follower of Jesus Christ and actively involved in a local Christian church. Must adhere to UGM's statement of faith and standards of conduct.

As a faith-based non-profit, UGM seeks individuals who align with our understanding of biblical and moral teaching as expressed in the UGM Statement of Faith:

We believe:

- The Bible is the Word of God
- There is one God, eternally existing as Father, Son, and Holy Spirit
- Jesus Christ was born of a virgin, lived a sinless life, died on the cross, rose from the dead, and will come again in power and glory
- People are saved by grace through faith in Jesus, and that faith is expressed by confession and repentance
- The Holy Spirit empowers believers to know and worship God

Please send resume and cover letter to Shannon Davidson at [shannond@ugmportland.org](mailto:shannond@ugmportland.org)

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