



We are pleased to announce that we are seeking qualified applicants for the position of

## VÁMONOS OUTSIDE PROGRAM COORDINATOR

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**POSITION(S): 1** **Vámonos Outside Program Coordinator**  
**35 hrs/week, flexible days/hours (some weekend work required), 240 days per year (pro-rated for remainder of 2020-21)**

**LOCATION:** Deschutes National Forest Office, Bend

**START DATE:** September 1, 2020

**SALARY RANGE:** As established by bargaining agreement, Classified Wage Schedule, no less than \$17.65/hr  
Benefits include family insurance package, sick leave, paid holidays, generous PERS contribution

**QUALIFICATIONS: DEFINITION**  
The Vámonos Outside Program Coordinator will be responsible for increasing access to the outdoors for Latino populations in Central Oregon. The position works under the direction of the Central Oregon Partnership for Latino Outdoor Access, which is a coalition of Latino community leaders and public lands and/or outdoor recreation professionals. This position will develop and implement a wide range of culturally relevant outdoor programs for Latino families, and also support coalition partners to increase their capacity to better reach Latino community members. The position will also implement communication strategies to increase awareness about opportunities for outdoor engagement with Latino communities. Partnerships will be central to the success of the program, and the position will work to foster relationships with culturally-specific programs and outdoor-focused organizations in our region.

### QUALIFICATIONS

Please see attached job description for more information, qualifications and position responsibilities.

**APPLICATION PERIOD:** Closes 5:00pm, Tuesday, August 4, 2020

**CONTACT:** **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**  
Katie Chipko, 541.383.5592 or [katie.chipko@hdesd.org](mailto:katie.chipko@hdesd.org)

#### A COMPLETE APPLICATION INCLUDES

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDES D website [www.hdesd.org](http://www.hdesd.org)) or via Recruit & Hire <https://highdesert.tedk12.com/hire/Index.aspx>
- Three (3) professional letters of recommendation

#### DIRECT YOUR MATERIALS REGARDING THIS POSITION TO

Kristen Johns, Human Resources Specialist  
High Desert ESD  
2804 SW Sixth Street  
Redmond Oregon 97756  
Fax 541.638.9654  
[kristen.johns@hdesd.org](mailto:kristen.johns@hdesd.org)

If you currently hold a regular position with HDES D, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDES D requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED: 7/20/2020

DIRECTOR OF HUMAN RESOURCES  
Posting # C20-21/118

# **VÁMONOS OUTSIDE PROGRAM COORDINATOR**

## **Definition**

The Vámonos Outside Program Coordinator will be responsible for increasing access to the outdoors for Latino populations in Central Oregon. The position works under the direction of the Central Oregon Partnership for Latino Outdoor Access, which is a coalition of Latino community leaders and public lands and/or outdoor recreation professionals. This position will develop and implement a wide range of culturally relevant outdoor programs for Latino families, and also support coalition partners to increase their capacity to better reach Latino community members. The position will also implement communication strategies to increase awareness about opportunities for outdoor engagement with Latino communities. Partnerships will be central to the success of the program, and the position will work to foster relationships with culturally-specific programs and outdoor-focused organizations in our region.

## **Qualifications**

1. Passion for advancing equity in the outdoors and promoting access to the many benefits of outdoor time.
2. Associates or Bachelor's Degree in Outdoor Leadership, Education, Communication, or related field or combination of equivalent education and/or experience.
3. Bilingual Spanish-language applicant highly desired.
4. Strong outdoor leadership skills including ability to manage risk, teach outdoor skills, and facilitate positive and fun experiences for participants.
5. Excellent verbal and written communication skills.
6. Ability to build positive working relationships with partners, stakeholders, colleagues, and volunteers.
7. Ability and skill to prioritize and organize activities and projects.
8. Ability and skill to contribute to a positive work environment.
9. Ability to work independently with minimal supervision, and as a member of a team.
10. Knowledge and skilled use of personal computer and related software, telephone, printer, and photocopier.
11. Proficiency in Microsoft Office and Google software, including Word, Excel, PowerPoint and Publisher.
12. Proficiency with social media platforms.
13. Ability to maintain confidentiality.
14. Work location is at the Deschutes National Forest office in Bend, but requires frequent travel throughout Crook, Deschutes, and Jefferson Counties. Must have access to reliable transportation and consistent attendance is required.
15. The ability to perform significant reaching, bending, stooping, crouching and lifting 50 pounds is expected.
16. Must have access to reliable transportation, and consistent attendance is required.
17. Current Wilderness First Aid or Wilderness First Responder (employer will cover costs).
18. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

**Classification** Classified

**Reports to** Children's Forest of Central Oregon Executive Director

## **Performance Responsibilities**

1. Design and deliver a wide range of culturally-relevant programs and strategies that connect Latino communities with the outdoors and all of the benefits that outdoor time provides.
2. Conduct regular outreach with Latino communities about outdoor programs and resources.
3. Oversee program website, social media, newsletter, and/or other communication tools, following branding and communications plans developed by the Central Oregon Partnership for Latino Outdoor Access.
4. Develop partnerships with culturally-specific programs and outdoor-focused organizations, including federal land managers, State Parks, and local park and recreation districts.
5. Support outdoor and public lands partners in connecting with Latino families through program audits, coaching, program support, and outreach.
6. Develop and engage a volunteer pool to support programs and outreach activities.
7. Design and implement strategies to assess program success and seek continuous input from Latino community members.
8. Participate in collaborative efforts in the region and state that support the goals of the program including the Central Oregon Latino Partnership Program, Children's Forest of Central Oregon, Better Together, Deschutes Trails Collaborative, and the Oregon Office of Outdoor Recreation.
9. Provide quarterly progress reports on Action Plan progress to the Central Oregon Partnership for Latino Outdoor Access
10. Implement other programs and strategies developed in the Central Oregon Partnership for Latino Outdoor Access Action Plan.
11. Fulfill other related duties as assigned.

**Terms of Employment:** Salary, benefits and vacation are established by policy and the collective bargaining agreement.