

PERIOD. CHAPTER PROGRAM COORDINATOR

Position Name: Chapter Program Coordinator

Pay Rate: \$25/hour

Reporting to: Programs Director

Commitment: 20-25 hr/ week

Work Location: Hybrid - *Ideally located in Portland, OR but will offer remote work within the U.S. for the right candidate*

THE ORGANIZATION

PERIOD. is a youth-fueled nonprofit that works to eradicate period poverty and stigma through service, education, and advocacy. Through the distribution of menstrual products, promotion of youth leadership, and championing of menstrual equity in policy, PERIOD aims to center those disproportionately affected by period poverty and support local efforts for menstrual equity.

PERIOD. is a small, team-based organization, which values inclusivity and empowers and supports its team members. The main office is in Portland, Oregon, yet works and interacts with a network of 200+ PERIOD. chapters all over the United States and in over 20 countries remotely.

POSITION

The Chapter Program Coordinator works with the PERIOD. team to equip and train Chapter leaders to successfully lead their local Chapters, and advance PERIOD.'s mission in their local community. This position is responsible for coordinating efforts within the Chapter Program to mentor Chapter leaders from middle school through college and beyond, and works with the PERIOD. team to strengthen tools, resources and opportunities for Chapter community engagement. The PERIOD. Chapter community is global, largely based in North America, with a strong impact and footprint in multiple countries around the world.

RESPONSIBILITIES

Community Engagement and Cultivation

- Remotely engage with PERIOD. Chapter leaders to identify necessary resources and opportunities to strengthen PERIOD. Chapter program
- Work alongside the programs team to coordinate current and relevant communication about PERIOD.'s initiatives, resources, and opportunities to Chapter members
- Collaborates with the Service team to facilitate Chapter relationships with community partners and the distribution of period products
- Cultivate relationships with PERIOD. Chapter leaders and advisors to mentor and support the development of local chapter initiatives, community partnerships and fundraising opportunities

Program Evaluation and Data Management

- Work alongside the programs team to effectively implement PERIOD. program goals and strategies
- Coordinate the PERIOD. Chapter application, registration, onboarding and offboarding process
- Consistently engage in remote or in-person connections with Chapter members to maintain an active PERIOD. Chapter database with up-to-date information

PERIOD.

- Work with the PERIOD. team to to strengthen Chapters leaders in their leadership development and chapter program coordination
- Evaluate Chapter program efforts and outcomes to celebrate successes and adjust strategy, as needed

General PERIOD. Staff Responsibilities

- Assist with special events and projects that support PERIOD's mission and organizational goals
- Act as a role model within the organization to uphold and implement PERIOD's values.
- Build effective and empowering partnerships with the youth and community.
- Create a fun and exciting environment that inspires learning and innovation.
- Be nimble, fun and engaged in an ever-changing landscape of gender justice work.

QUALIFICATIONS

General: We value people who are positive, independent, warm and enthusiastic, results oriented and believe strongly in the mission of menstrual equity. This is a challenging, rigorous position for a new professional eager to step into this leadership role to empower young people to help end period poverty.

Given our small team across multiple time zones and regions, staff must be flexible, and willing to regularly work west coast (Pacific Standard Time) business hours. Given the Chapter network is in multiple time zones, some evenings and weekends may be required. Ideal candidate has experience in youth-facing organizations or initiatives, is energized by amplifying the voices and leadership of young people, and is interested in a part-time position.

Professional:

- 2-3 years experience in program coordination, and youth leadership development or mentorship
- Demonstrated ability to establish and cultivate respectful relationships with youth from diverse backgrounds, both remotely and in-person
- Holds self accountable, sets high expectations for self and others, works both independently and collaboratively, and relates tasks to organizational values
- Conveys thoughts and ideas clearly, listens well, communicates in a solution-oriented manner and incorporates others' views into work
- A Bachelor's Degree or equivalent in years of experience with youth leadership development and mentorship
- Must live in the United States, and be legally authorized to work in the United States.

Additional Qualifications

- Current or former PERIOD. Chapter members preferred
- Given this position cultivates relationships with youth menstrual equity activists around the world, written and verbal communication skills in more than one language are preferred, but not required
- Experience or familiarity with developing and evaluating programs
- Experience or familiarity with CSM software, Microsoft Excel, and Google Suite preferred

To apply, please email your cover letter and resume to info@period.org.