

## **Event Coordinator**

Regular PTE (20 Hours/Week)

**\$17/hour**

Oregon Recovers, Oregon's leading statewide addiction recovery advocacy organization, is seeking an energetic person looking to gain valuable fundraising and event planning experience to help organize and execute our statewide [Walks for Recovery](#) and [Recovery Community Summit](#) events this Fall.

### **About our Events:**

#### *Walk for Recovery*

The Walk for Recovery is entering its fourth year! The 2021 Walks for Recovery will bring together the recovery community throughout September, National Recovery Month, to reinvigorate our passion for recovery, and to welcome back anyone who may have been disconnected from recovery during the pandemic. In addition to bringing together the recovery community, the walks raise funds to support our statewide advocacy and public education campaigns that form the backbone of Oregon Recovers' mission.

#### *Recovery Community Summit*

This year's third annual Recovery Community Summit will be held in-person on October 22-24 (pending OHA guidelines) at the Red Lion Hotel on the River in Portland with a virtual option available. The goal of the summit is to bring together everyone in the recovery community; people in recovery, our loved ones, and the recovery workforce for three days of learning, community building, and discussion on how we can build a stronger recovery community.

### **About the Position:**

As our Event Coordinator, you will be responsible for:

- Help develop and center our theme of *Reignite Recovery* in both events
- Marketing and communications development for all events
- Logistics including assistance in building the fundraising platform, volunteer recruitment, permitting, and run of show for the Walks for Recovery
- Assisting with program development and logistics for the Recovery Community Summit
- Provide day-of event assistance at all events including set-up, breakdown, and volunteer coordination.
- Recruiting at least 200 walk participants around Oregon that each have a personal goal of raising \$100 through Peer-to-Peer fundraising

### **Who are you?**

We are looking for an energetic professional that has a passion for addiction recovery and nonprofit work.

- A demonstrated ability to learn on the job, quickly identify creative solutions to challenges and communicate effectively is required. Applicants with a background in communications are strongly preferred.
- Experience with WordPress, CRM management, and social media management is a huge plus.

**About Oregon Recovers:**

Oregon Recovers' mission is to transform Oregon's current fractured and incomplete addiction recovery system into a recovery-based, continuum of care which recognizes addiction as a chronic disease requiring a lifetime of attention.

**How to Apply:**

Please send your resume and a cover letter that details your relationship to addiction recovery, relevant experience, and your interest in this role to Sam Nishi as [sam@oregonrecovers.org](mailto:sam@oregonrecovers.org). Please include "Event Coordinator" in the subject line of your email.

**Oregon Recovers recognizes that this position is a unique professional opportunity for folks in recovery, and we strongly encourage people from BIPOC and/or Tribal communities, the queer community, and people with diverse life experiences to apply.**

Applications considered as received. Open until filled.

[www.oregonrecovers.org](http://www.oregonrecovers.org)