



Company: PDX Diaper Bank

Title: DDDRP Project Coordinator (Temporary)

Schedule: 30 hours per week (Monday-Friday), approximately a two-year position

Location: Gresham, with some remote/hybrid work. Statewide travel required.

Rate of Pay: \$22/hour (\$2,860 monthly salary)

Who We Are: PDX Diaper Bank provides no-cost diapering supplies to low-income and houseless families with young children, older adults, and individuals with disabilities living in Portland and the surrounding areas. In order to achieve our mission, we form strategic partnerships with community-based organizations and government agencies to get diapers into the hands of Oregon families in need. We believe that every baby, child, and adult should have access to necessary diapering supplies in order to live healthy and productive lives, as well as ease financial strain during the pursuit of personal, educational, and professional success.

PDX Diaper Bank is committed to diversity, equity and inclusion. We strive to create a respectful environment where everyone can bring their authentic self to work and experience a culture that is free of harassment, racism, and discrimination.

Who You Are: In order to expand our mission, PDX Diaper Bank is collaborating with Community Action Partnership of Oregon (CAPO) as well as a network of statewide network of Community Action Agencies for a 2-year project in order to complete the Diaper Distribution Demonstration and Research Pilot (DDDRP). We are seeking a motivated, self-driven individual to coordinate the ins and outs of this project, including the development and maintenance of strong, partner agency relationships. This takes excellent interpersonal and communication skills (written and verbal), project management experience, as well as attention to detail.

Additionally, you will need:

- A minimum of 2 years of project management experience at a nonprofit (or similar) agency.
- Ability and interest in public speaking, including the organization/coordination of webinars, online and in-person meetings.
- A love of data! The DDDRP is a federal research pilot project. Must have demonstrated experience creating data collection surveys, as well as knowledge regarding processes of the collection, compilation, and interpretation of data.
- Ability to manage dynamic projects, meet milestones, and keep deadlines.
- Ability to thrive in a creative team environment as well as independently.
- Demonstrated abilities with CRM systems, Excel, Word, Google Drive, and Dropbox. Also, experience with data collection software e.g. Google Forms and SurveyMonkey.

Other requirements:

- Oregon residency
- A personal vehicle, valid driver's license, and insurance



What You'll Do: The DDDRP Coordinator role is key to the success of the Diaper Distribution Demonstration and Research Pilot. You are responsible for overall project coordination, building strong partner agency relationships, and providing partner agency education in order to support the development of diaper distribution programs. For this project, PDX Diaper Bank will be distributing pallets of diapering supplies to a network of statewide Community Action Agencies, and you will have key responsibilities in the oversight of those processes.

Some day-to-day responsibilities include:

- Working closely with the Executive Director, key staff, and other partners to support PDX Diaper Bank's mission, as well as the coordination of the Diaper Distribution Demonstration and Research Pilot (DDDRP).
- Becoming an expert in the DDDRP grant, as well as PDX Diaper Bank's role/responsibilities for the program per the grant agreement and federal/state requirements.
- Supporting the development and implementation of DDDRP processes via the project design laid out in the grant application and agreement(s).
- Cultivating quality, professional relationships with partner agencies in order to provide optimal support and oversight during the development of diaper distribution programs onsite and ongoing diaper distribution to families in need.
- Continuous collection, compellation, and interpretation of data regarding project impact and success.
- Maintaining accurate and up-to-date information, records, and receipts.
- Facilitating partner agency onboarding processes relating to the DDDRP project, including developing project-specific handouts and materials to facilitate project success.
- Supporting ongoing processes for fulfilling grant requirements such as attending regular meetings with Partner Agencies, key project partners, and DDDRP grant regulators as needed.
- Other responsibilities as assigned

PDX Diaper Bank is an equal opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, marital status, national origin, disability, sexual orientation, gender identity, veteran status, or any other protected status, in accordance with applicable federal and state equal employment opportunity laws.

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

Applications are due by Friday, October, 20th at 11:59pm PST. Please submit a resume, cover letter, and three professional references along with your application.

Apply by Email: Send resume and cover letter to Rachel@Pdxdiaperbank.org

Apply Online: [LinkedIn](#)