



Position Description & Hiring Announcement

POSITION: Coordinator, Downtown Portland Advocacy
DEPARTMENT: Public Affairs
REPORTS TO: Executive Vice President for Public Affairs
CLASSIFICATION: Nonexempt, full time

About Us

The Portland Metro Chamber, a 501(c)(6) organization, is the Greater Portland Chamber of Commerce and the leading voice for business in the region. The Chamber advocates for business at all levels of government to support commerce, community health and the region's overall prosperity. We also offer a variety of networking events and professional development opportunities to connect and foster growth in our region's business community.

Summary

Under the guidance and direction of the Executive VP of Government Affairs, in partnership with Downtown Portland Clean and Safe Enhanced Service District, as well as within the overall [strategic plan](#) of the Chamber, the Downtown Portland Advocacy Coordinator will identify, track and develop policy impacting Downtown Portland, advocate policy positions and necessary government actions through written, spoken and personal contacts that support the revitalization of Downtown Portland, and foster an ongoing partnership between the staff, board, enhanced service district ratepayers; and the various City of Portland, County, State and Federal agencies and elected city leaders that collaborate with Downtown Portland Clean and Safe and the Chamber. The Downtown Portland Advocate will also build and strengthen positive relations with a variety of downtown Portland stakeholders to work in coalition on behalf of the long-term vibrancy and success of the Portland Central City.

Essential Functions

Serve as the primary coordinator of the ongoing working relationship between the Portland Metro Chamber, Downtown Portland Clean and Safe ESD (DPCS) and the City of Portland. The Downtown Portland Advocate will interact with City of Portland staff on a daily basis particularly related to the city and ESD scope of work as it relates to shared accountability.

Serve as an important contact for Downtown Portland stakeholders and DPCS ratepayers for tracking issues that require city action to address in an urgent and timely manner. The Downtown Portland Advocate will be responsible for developing a detailed understanding of

the City of Portland staff responsible for delivering contractual services to Downtown Portland stakeholders and as outlined in the contractual agreement between the City and DPCS ESD.

- Coordinate the Community Engagement committee of the Downtown Portland Clean & Safe board. Assist with DPCS event planning such as community “open house events”, formal outreach with rate-payers and businesses, and assisting DPCS with larger forums and information events.
- Under the Direction of the Executive VP of Public Affairs and the VP for Downtown Services, Coordinate and manage the Central City Standing Committee coalition meetings. Also attend important downtown Portland stakeholder meetings including, but not limited to, Downtown Security Network, Downtown Retail Council, Downtown and Oldtown Neighborhood Association meetings, etc.
- Support the EVP of Public Affairs with the coordination of the Expansion committee of the Downtown Portland Clean & Safe board
- Respond to in a timely manner to Downtown Portland Clean and Safe ratepayers to intake and track issues and problems primarily related to City/County services and the City’s ESD contract SOW with DPCS that must be addressed to maintain a vibrant, clean, and safe Downtown Portland core.
- Schedule meetings, organize events, and manage committee work. Develop relationships with other lobbyists Chamber members and DPCS ratepayers to strengthen advocacy and build coalitions.
- Research, analyze and manage public policy issues identified as important to Downtown Portland, DPCS Board and ratepayers, and key downtown stakeholders.
- Write memos, testimony and talking points reflecting DPCS and Chamber positions.
- Track policy trends, identify emerging issues, and best practices that could be implemented to the ongoing vibrancy and success of Downtown Portland and the entire Central City.
- Coordinate regular meetings of the three City of Portland Enhanced Service Districts. Work with the City of Portland to promote the growth ESDs throughout the City of Portland.
- Work with DPCS staff, board, and ratepayers, and the Chamber membership, staff and contract lobbyists to develop formal Chamber policy positions.
- Represent the Chamber and DPCS on various external committee meetings at the city and possibly the county levels.

- Assist communications team as needed with advocacy and Downtown Portland related publications.

Knowledge, Skills, and Abilities

- Strong writing and communication skills.
- Strong interpersonal skills
- Strong organizational, time-management and planning skills.
- Experience working with the public sector a plus

Minimum Qualifications

- Bachelor's degree in political science, public policy, communications or related topic, or equivalent experience.
- Two years experience in policy development & analysis, government affairs, or work in related political fields

Success Factors

- An organized self-starter with the ability to multi-task on a wide variety of issues and projects.
- A keen interest in issues affecting the business community of Portland and the entire Portland Central City community.
- Must be highly flexible and able to shift projects and assignments quickly while prioritizing workload.

Working Conditions

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work is normally performed in a typical interior/office work environment. May also spend considerable time working in Downtown Portland, meeting with business owners at their locations, and walking around the ESD District.
- No or very limited exposure to physical risk. The employee may be required to push, pull, lift, and/or carry up to 20 pounds. Occasionally that requirement may be higher.

- The noise level in the work environment is usually quiet and, at all times, is within safe OSHA decibel constraints.
- Work will require an in-depth knowledge of the real time conditions of Downtown Portland which will expose the employee from time to time to individuals experiencing mental health issues or engaging in drug use.

Salary

Salary range is \$50,000-\$60,000/yr.

How to apply

To apply please submit resume and cover letter to careers@portlandalliance.com

The Portland Metro Chamber is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of age, color, disability, gender, gender identity, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.

CREATED: September, 2023 Coordinator, Downtown Portland Advocacy