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JOB TITLE: Community Engagement Associate (Seasonal)

REPORTS TO: Cultural Program Manager

POSITION STATUS: Part-time; Non-exempt

LOCATION: Portland, Oregon

COMPENSATION: \$17.50/hourly; Up to 20 hours/week

DURATION: This temporary position is available immediately through September 2024

Our Lan Su Chinese Garden mission is to cultivate an oasis of tranquil beauty and harmony to inspire, engage and educate our global community in the appreciation of a richly authentic Chinese culture.

About Lan Su Chinese Garden:

Lan Su Chinese Garden is one of Portland's greatest treasures and most interesting sites to see in Portland. A result of a collaboration between the cities of Portland and Suzhou, our sister city in China's Jiangsu province that is famous for its beautiful Ming dynasty gardens, Lan Su was built by Chinese artisans from Suzhou and is one the most authentic Chinese gardens outside of China.

Lan Su may have the purposeful career you have been wanting to grow with this position scope:

Lan Su Chinese Garden is seeking a temporary Community Engagement Associate to ensure and maintain our presence at targeted community events and special festivals.

MAIN RESPONSIBILITIES

Community Event Coordination

- Coordinate Lan Su's participation in targeted summer events, ensuring representation aligns with the institution's goals and objectives.
- Liaise with event organizers to secure participation opportunities and logistical details.
- Collaborate with other departments to plan staffing, volunteers, materials, and resources required for successful event execution.
- Maintain open communication with community organizers to ensure clear expectations and seamless coordination throughout the duration of the event.

Event Operation

- Serve as the main operational staff at outreach events, overseeing setup, breakdown, and all on-site logistics.
- Provide assistance and support to visitors, answering questions about Lan Su and its programs.
- Monitor event activities to identify opportunities for improvement and gather feedback for future planning.

You may not have everything needed. Perhaps you have a strong combination of experience, technical, academic skills and passion in the following areas:

- High school diploma or equivalent.
- At least 1 year of working experience in a nonprofit organization.
- Ability to acquire a Food Handler's card within 30 days of employment.



- Experience in museum or cultural destination operations and volunteer coordination is preferred but not required.
- Excellent verbal and written communication skills with visitors, colleagues, volunteers, and members of all ages and backgrounds.
- Working knowledge of MS Office, Outlook and basic data entry skill.
- Ability to undertake additional community-related assignments such as conducting research on upcoming community events in the area.
- Ability to work collectively to bring Lan Su's mission alive.
- Ability to lift to 40 lbs.
- Having your own transportation is highly desired.
- Knowledge in Chinese culture, languages, and AANHPI cultures highly desired.
- Flexibility to work evenings and weekends as required by event schedules.
- Passion for cultural institutions and a commitment to promoting diversity, equity, and inclusion in community outreach efforts.

COMPENSATION

The annual salary for this part-time position is \$17.50/hour.

For your personal well-being, the Garden offers:

- Oregon State Sick leave accrued at one (1) hour per 30 hours worked.
- Holiday pay for holidays worked at the rate of 1.5 times your base pay.
- Garden Shop & Teahouse Discount
- Complimentary Lan Su Chinese Garden Friend Level Membership.
- Complimentary access to reciprocal venues throughout Portland (reviewed annually) until the end of your seasonal term.
- Complimentary Gym access the fitness center located in the 38 Davis administrative office building until the end of your seasonal term.
- Overtime pay at the rate of 1.5 times your base pay – contact HR for additional details.

We look forward to hearing from you, just follow these few steps to send your information to us:

Please submit a cover letter, resume and three references to lansuhr@lansugarden.org. In the email subject line, please put "Community Engagement Associate". Please do not call.

Lan Su Chinese Garden is committed to maintain an environment where employees contribute to the organization's achievement, take pride in the results of their work, are appreciated as individuals, and are encouraged to develop to their fullest extent. Lan Su is an Equal Opportunity Employer. It is our policy that employees will not be discriminated against in the terms and conditions of employment because of race, color, religion, sex, national origin, age, marital status, sexual orientation, disability, or any other classification protected by law.