



Job Title: Outreach & Communications Coordinator (Hybrid)

FTE: 0.5 (Part-Time) 20-30 hr. a week | Hourly Rate: \$24-\$27/hour, DOE

This is a hybrid role based in Portland, OR, with a combination of in-office and remote work, traveling is sometimes required.

Benefits:

- 40 hours of front-loaded Paid Time Off (PTO) annually, available to use after 30 days of employment. PTO can be used for vacation, personal, or sick leave.
- Phone and Wi-Fi stipend.
- SIMPLE IRA plan.
- 5 virtual visits per year through the Employee Assistance Program (Canopy).

About HMC:

Established in 1994, the Hispanic Metropolitan Chamber (HMC) is dedicated to supporting the economic advancement of Latinos in Oregon and SW Washington. Our mission is to empower entrepreneurs, facilitate access to education, and nurture emerging leaders to succeed in their careers and communities.

The Outreach & Communications Coordinator at the Hispanic Metropolitan Chamber (HMC) plays a vital role in strengthening the Chamber's outreach and communication efforts. This part-time position focuses on creating bilingual content that informs, inspires, and educates, while helping HMC connect effectively with its members, partners, and the broader community. The coordinator also supports community engagement, digital literacy, and ensures accessible communication across platforms.

Responsibilities for Communication Coordinator:

Content Creation

- Develop, curate, and produce bilingual (English/Spanish) content for various communication channels including HMC's website, social media, newsletters, and promotional materials.
- Ensure content aligns with HMC's mission, voice, and cultural values.

Social Media Management

- Manage and grow HMC's social media presence by creating and scheduling posts, engaging with followers, and monitoring performance metrics.
- Stay current with trends and digital best practices.

Newsletter Production

- Write, edit, and distribute regular bilingual newsletters to keep members and partners updated on HMC activities, events, and initiatives.

Event Promotion

- Collaborate with the events team to design and implement promotion strategies for HMC events and programs.
- Support the creation of flyers, registration materials, and event announcements.

Strategic Communication

- Assist in the development and execution of a communications strategy that supports HMC's organizational goals.
- Maintain consistent and inclusive messaging across all platforms.

Community Engagement & Digital Literacy

- Support community members in accessing and navigating HMC's digital resources.
- Help ensure materials are accessible and culturally responsive to Latino communities in Oregon and SW Washington.

Office & Administrative Support

- Assist with general office operations including scheduling meetings, answering phone calls, responding to emails, and maintaining calendars.
- Provide support for internal coordination, documentation, and outreach logistics.

Internal Collaboration & Support

- Work cross-functionally with program, development, and leadership teams to support events, campaigns, and initiatives.
- Assist in collecting and sharing impact stories from clients, alumni, and partners.

Experience & Qualifications

Required:

- 1–3 years of experience in communications, outreach, marketing, or related fields
- Bilingual fluency in English and Spanish (written and verbal)
- Strong writing, editing, and content creation skills
- Experience with social media platforms (e.g., Facebook, Instagram, TikTok, LinkedIn) and email marketing tools (e.g., Mailchimp)
- Experience using design tools like Canva and Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- Comfortable participating in and supporting photoshoots and video recording for events or digital campaigns
- Ability to manage multiple projects in a fast-paced, hybrid environment
- Strong interpersonal skills and a commitment to serving Latino communities

Preferred:

- Prior experience in a nonprofit or community-based organization
- Familiarity with Oregon and SW Washington Latino communities
- Experience in nonprofit, community-based, or Latino-serving organizations
- Knowledge of media relations and community press in both English and Spanish
- Familiarity with CRM (Hubspot), web CMS (e.g., Wix or WordPress), and video/photo editing tools

HMC is an Equal Opportunity Employer committed to fostering a diverse and inclusive workplace and community. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

Please submit a resume and cover letter explaining your interest in the position to Damaris Martinez at dmartinez@hmccoregon.com

If you require special assistance in completing your application, please call 503-222-0280