

# We Are *Hiring!*



## Thriving Together Coordinator

To:gether Canby (TC) is a non-profit organization charged with the mission to, in God's love, renew dignity and inspire learning for youth and families. We believe that every person is important to God and society. We support people in discovering their value and motivating them toward a future filled with hope. We are a faith-filled, Christ-centered, relational community.

We're seeking a passionate and driven **Thriving Together Coordinator** to lead one of To:gether Canby's most impactful programs. Thriving Together is a no-cost membership program supporting families in Canby, Aurora, and Hubbard with weekly access to food and clothing, as well as opportunities to grow, connect, and pursue personal goals. You'll join a highly supportive, collaborative team while making a meaningful, lasting impact in the lives of local families.



## TO APPLY:

Submit resume and cover letter to [employment@togethercanby.org](mailto:employment@togethercanby.org).

*Resumes received without a cover letter will not be considered.*

## DETAILS:

**Position Title:** Thriving Together Coordinator

**Reports To:** Assistant Program Director

**Classification:** Full-Time, 40 hours, Non-Exempt

**Pay Range:** \$23-\$26 Hourly DOE

## BENEFITS:

- Qualified Small Employment Health Reimbursement Arrangement (QSEHRA), a tax-advantaged reimbursement plan providing reimbursement for a wide variety of medical, dental, and vision expenses
- Paid time off for vacation, sick, 1 personal holiday and 6 paid holidays per calendar year
- Simple IRA with up to 3% employer match, beginning after 1 year of employment
- Tuition reimbursement opportunities for continuing education

## WORK ENVIRONMENT:

- Standard office environment in Canby, OR, with occasional in-town travel
- Must be able to lift 40 lbs.
- Traditional work week with some evening and weekend events

## DESCRIPTION:

The Thriving Together Coordinator leads the Thriving Together program, supporting a community of 300+ members at To:gether Canby . This role oversees the full member experience, from onboarding and orientation to ongoing care, financial education, compliance, and a dignified shopping environment. This position is key to delivering high-quality programming while consistently reflecting the mission, vision, and values of To:gether Canby, helping individuals and families thrive.

## **RESPONSIBILITIES:**

### **Program Delivery (65%)**

- Lead core services including food distribution, financial education, and assistance programs
- Continuously improve program quality and member experience through evaluation and innovation
- Set and execute goals that drive meaningful outcomes for participants
- Oversee program communications in partnership with the Director of Communications
- Support and celebrate member progress while connecting them to broader growth opportunities across TC

### **Volunteer & Donor Engagement (20%)**

- Build and steward relationships with volunteers, vendors, and community partners
- Recruit, train, and lead volunteers to create a welcoming, impactful program environment
- Cultivate meaningful volunteer-member connections that support personal growth
- Coordinate volunteer appreciation efforts and support member volunteer participation

### **Program Administration & Impact (15%)**

- Maintain accurate records and track program impact using Salesforce
- Partner with internal teams to ensure smooth operations, inventory management, and safety standards
- Manage program budget, purchasing, and reporting with transparency and care
- Share program stories and outcomes to highlight impact and support organizational goals
- Collaborate across staff to deliver cohesive, compassionate, and dignified services

## QUALIFICATIONS:

### Required

- Bilingual in English and Spanish
- High level of integrity, including the ability to maintain confidentiality
- Compassion, empathy, reliable, self-motivated, and strong relational skills
- Ability to work productively with frequent interruptions
- Ability to work effectively with diverse populations
- Proven ability to maintain patience and composure in challenging situations
- Strong organizational skills with the ability to manage multiple tasks at a time
- Valid driver's license
- Working proficiency in word processing and data entry

### Preferred

- Bachelor's degree in Social Work, Human Services, or a related field
- Two (2) years experience in a human services role

*Because we believe that professionally qualified, committed Christian personnel are key to the operation of a faith-based nonprofit, and that employees, by the pattern of their lives serve as role models to our participants, the job descriptions for all employment positions at To:gether Canby contain the following statements relating to required personal qualities.*

### General Employment Requirements

- The employee will have received Jesus Christ as his/her personal Savior, John 1:12.
- The employee will be in agreement with To:gether Canby's doctrinal statement.
- The employee will believe that the Bible is God's Word and standard for faith and daily living, II Timothy 3:16-17.
- The employee will be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for morality and sexual conduct, I Timothy 4:12; Luke 6:40; Colossians 3:17; Titus 2:7-8; I Thessalonians 2:10 and 5:22.
- The employee will be a regular participant in a community of Christian faith that affirms these beliefs/practices.