

North Portland Tool Library

Tool Library Coordinator

The North Portland Tool Library, a new community resource, is seeking dynamic self-starter to serve as Tool Library Coordinator.

The Organization: NPTL was established on October 30, 2004 with critical funding from Portland Bureau of Housing and Community Development's Community Initiatives Grant, Metro Regional Government North Portland Community Enhancement Grant as well as support from North Portland Neighborhood Services. NPTL provides residents in North Portland neighborhoods free access to a wide array of tools to help maintain and improve their homes, yards and neighborhoods. NPTL is overseen by a Steering Committee.

The Position:

This position requires excellent communication skills: written, interpersonal and public presentation. Community outreach and organizing experience is important. Good record keeping and high level of organization is important. This position requires a basic knowledge of carpentry, electrical, plumbing and landscaping.

Under the supervision and direction of the North Portland Tool Library Steering Committee, the Coordinator will:

- 1) Staff NPTL during open hours
- 2) Conduct outreach
- 3) Maintain tools and tool library
- 4) Collect and track data
- 5) Keep good records/books
- 6) Organize skills workshops
- 7) Respond to email/phone inquiries
- 8) Train/recruit volunteers
- 9) Pursue partnerships with business/organizations
- 10) Assist in fundraising efforts to sustain Library

The Coordinator must also stay in communication with the Tool Library Steering Committee regarding needs, problems, improvements, etc. Knowledge of tools and their use, attention to detail, initiative, creativity and commitment to fostering and promoting community in North Portland are a must. Hours of operation currently 9am-2pm Saturday. Additional hours of Coordinator are dedicated to administration and outreach.

10 hours/week. \$12-\$14/hr DOE.

Please submit Resume, Cover Letter, Reference by February 5, 2005 to:

North Portland Tool Library-Coordinator Position

Attn. Laura Dalton

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