

# OUTDOOR PURSUITS

## Operations Specialist

The Operations Specialist is a detail-oriented, driven, ambitious, organized, and enthusiastic individual whose goal is to further the efficiency and functionality of OP as a program. This position provides the opportunity for innovation and growth. Organizational skills as well as flexibility are essential for the success of the position.

It is Operation Specialist's main objective to maintain the systems and overall logistics that keep Outdoor Pursuits running throughout the school year in order to better serve the greater Pac U Community.

**Time Commitment:** 4-6 hours weekly, on-call time as needed, and attendance on various weekend trips

### **You Are:**

- Detail-oriented in delegating and overseeing work
- A boss in Microsoft Office Suite
- A high level communicator
- Flexible and available for short notice updates
- Radiating with motivation to work on projects independently
- Open to giving and receiving feedback
- Able to recognize social location and privilege in order to better work with people from different identities
- A positive representative of Outdoor Pursuits

### **Professional Development Opportunities:**

- Confidence in creative problem solving and strategic process development.
- An increased level of efficiency in managing various trip leaders
- Skill in balancing the needs of internal staff and external stakeholders
- Great experience for anyone with entrepreneurial ambitions

# OUTDOOR PURSUITS

## Office Aficionado

The Office Aficionado is a detail-oriented, driven, ambitious, organized, and enthusiastic individual whose goal is to further the efficiency and functionality of the OP office. This position provides the opportunity for innovation and growth. Organizational skills as well as flexibility are essential for the success of the position.

It is the Office Aficionado's main objective to maintain the office systems, organization, and paperwork that keep Outdoor Pursuits running throughout the school year in order to better serve the greater Pac U Community.

**Time Commitment:** 4-6 hours weekly, on-call time as needed, and attendance on various weekend trips

### You Are:

- Detail-oriented in creating and overseeing work
- Skillful with Microsoft Office, Google Drive and Box
- A high level communicator
- Flexible and available for short notice updates
- Radiating with motivation to work on projects independently
- Open to giving and receiving feedback
- Able to recognize social location and privilege in order to better work with people from different identities
- A positive representative of Outdoor Pursuits

### Professional Development Opportunities:

- Organizational and administrative experience
- Effective communication learning and administering tasks to others
- This position prepares you for administrative assistant, office manager, project manager and other similar roles

# OUTDOOR PURSUITS

## Data Analyst

The Data Analyst is a detail-oriented, driven, ambitious, organized, and enthusiastic individual whose goal is to organize and present collected data to share with OP executives. This position provides the opportunity for innovation and growth. Organizational skills as well as flexibility are essential for the success of the position.

It is the Data Analyst's main objective to collect and analyze OP data to help Outdoor Pursuits make more sound decisions moving forward.

**Time Commitment:** 4-6 hours weekly, on-call time as needed, and attendance on various weekend trips

### You Are:

- Detail-oriented in creating and overseeing work
- Microsoft Office savvy, experience with, or ability to learn Qualtrics.
- A high level communicator
- Flexible and available for short notice updates
- Radiating with motivation to work on projects independently
- Open to giving and receiving feedback
- Able to recognize social location and privilege in order to better work with people from different identities
- A positive representative of Outdoor Pursuits

### Professional Development Opportunities:

- Skill development in analyzing and collecting data
- Data Visualization
- Creating surveys that effectively collect valuable data

# OUTDOOR PURSUITS

## Marketing Coordinator

The Marketing Coordinator is an inspired, creative, ambitious, organized, and enthusiastic individual whose goal is to further the reach of OP and their mission on campus and in the community. This position provides the opportunity for innovation and growth. Organizational skills as well as flexibility are essential for the success of the position.

It is the Marketing Coordinator's main objective to spread awareness of the activities and events that Outdoor Pursuits has to offer to the greater Pacific community.

**Time Commitment:** 6-8 hours weekly, on-call time as needed, and attendance on various weekend trips

### You Are:

- Detail-oriented in creating and editing work
- A whiz in Microsoft Word, Adobe Programs, Web Design, etc.
- Slick with Social Media (Facebook, Instagram, etc.)
- A master storyteller
- Flexible and available for short notice creation
- Motivated to rockout and work on projects independently
- Open to giving and receiving feedback
- Able to analyze data to be familiar with the best marketing strategy
- Able to recognize social location and privilege in order to better work with people from different identities
- A positive representative of Outdoor Pursuits

### Professional Development Opportunities:

- Marketing portfolio
- Opportunity for curated marketing campaign
- Enhanced team management and leadership skills

# OUTDOOR PURSUITS

## Multimedia Marketer

A Multi-Media Marketer is someone who shadows a wide variety of trips as a photographer or videographer and then uses editing software to compile new and archived footage or photographs into short documentaries, action sports reels, or other multimedia projects that can be used to promote Outdoor Pursuits through social media, and to spread information awareness about our programs for people unfamiliar with outdoor recreation.

It is the Multi-Media Marketer's main objective to film, edit, and release promotional material for Outdoor Pursuits to the greater Pacific community.

**Time Commitment:** 4-6 hours weekly, on-call time as needed, and attendance on various weekend trips

### You are:

- A photography wiz, familiar with nontraditional camera transportation or how to protect fragile components in potentially hazardous conditions.
- Savvy with photo and video editing software such as Adobe's Premiere Pro, Sony's Vegas, Blackmagic's DaVinci Resolve, or Avid's Media Compiler.
- Sharp in social media platforms, especially YouTube and Instagram.
- Aware and follow copyrights for the fair use of music for promotional purposes.
- Radiating with motivation to work on projects independently
- Willing to work outside of office hours and attend trips.
- Able to recognize social location and privilege in order to better work with people from different identities
- A positive representative of Outdoor Pursuits
- Have access to filming equipment.

### Professional Development Opportunities:

- Professional photography portfolio
- This position prepares you for a career in action sports photography, landscape photography, editorial photojournalism or outdoor marketing.

# OUTDOOR PURSUITS

## Social Media Maven

The Social Media Maven is an inspired, creative, ambitious, organized, and enthusiastic individual whose goal is to further the reach of OP and their mission on campus and in the community. This position provides the opportunity for innovation and growth. Organizational skills as well as flexibility and punctuality are essential for the success of the position.

It is the Social Media Maven's main objective to spread awareness of the activities and events that Outdoor Pursuits has to offer to the greater Pacific community via online platforms.

**Time Commitment:** 4-6 hours weekly, on-call time as needed, and attendance on various weekend trips

### **You Are:**

- Clever and masterful with Online Social Media (Facebook, Instagram, HootSuite, etc.)
- Detail-oriented in creating and editing work
- A whiz with Microsoft Word, Adobe Programs, Web Design, Canva etc.
- A high level communicator
- Flexible and available for short notice creation
- Radiating with motivation to work on projects independently
- Open to giving and receiving feedback
- Able to recognize social location and privilege in order to better work with people from different identities
- A positive representative of Outdoor Pursuits

### **Professional Development Opportunities:**

- Proficiency in social media marketing to drive program engagement and retention
- Implement social media marketing strategies

# OUTDOOR PURSUITS

## Graphic Designer

The Graphic Designer is an inspired, creative, ambitious, organized, detail-oriented, and enthusiastic individual whose goal is to further the reach of OP and their mission on campus and in the community. This position provides the opportunity for innovation and growth. Organizational skills as well as flexibility are essential for the success of the position.

It is the Graphic Designer's main objective to spread awareness of the activities and events that Outdoor Pursuits has to offer to the greater Pacific community through the creation of graphic materials.

**Time Commitment:** 4-6 hours weekly, on-call time as needed, and attendance on various weekend trips

### **You Are:**

- Obsessed with visual aesthetics and functional design
- Detail-oriented in creating and editing work
- Up to Speed with Microsoft Word, Adobe Programs, Web Design, etc.
- A skilled verbal and written communicator
- Flexible and available for short notice creation
- Radiating with motivation to work on projects independently
- Open to giving receiving feedback
- Able to recognize social location and privilege in order to better work with people from different identities
- A positive representative of Outdoor Pursuits

### **Professional Development Opportunities:**

- A professional design portfolio
- Proficiency in following brand guidelines and maintaining a consistent visual identity

# OUTDOOR PURSUITS

## Staff Development Coordinator

The Staff Development Coordinator is a people-oriented, amiable, compassionate, organized, and enthusiastic person; their goal is to better equip program staff to serve the Pac U community through facilitation and technical growth. This position provides the opportunity for innovation and growth. Interpersonal skills as well as flexibility are essential for the success of the position.

It is the Staff Dev. Coordinators' main objective is to support the Outdoor Pursuits staff at the highest level possible and facilitate personal development with the resources allocated in order to better serve the greater Pacific University community.

**Time Commitment:** 6-8 hours weekly, on-call time as needed, and attendance on various weekend trips

### You are:

- A compassionate people-person
- A team enthusiast and willing to work in teams/with groups to develop projects
- An independent and curious mind capable of holding your team accountable to their tasks
- A high level communicator
- Exceptional at time-management
- Flexible and available for short notice meetings/tasks
- Radiating with motivation to work on projects independently
- Open to giving and receiving feedback
- Able to recognize social location and privilege in order to better work with people from different identities
- A positive representative of Outdoor Pursuits

### Professional Development Opportunities:

- Enhanced team management and leadership skills
- This role is great for someone looking to go into Human Resources, Psychology or other people oriented fields.



# OUTDOOR PURSUITS

## Staff Trainer

The Staff Trainer is a people-oriented, amiable, compassionate, organized, and enthusiastic; their goal is to train OP staff to serve the Pac U community through facilitation and technical growth. This position provides the opportunity for innovation and growth. Interpersonal skills as well as flexibility are essential for the success of the position.

It is the Staff Trainer's main objective to train the Outdoor Pursuits staff at the highest level possible with the resources allocated in order to better serve the greater Pacific University community.

**Time Commitment:** 4-6 hours weekly, on-call time as needed, and attendance on various weekend trips

### **You Are:**

- Compassionate for working with and teaching other people
- Keen to time-management
- A high level communicator
- A team enthusiast and willing to work in teams/with groups to develop projects
- Flexible and available for short notice new staff trainings
- Radiating with motivation to work on projects independently
- Open to giving and receiving feedback
- Able to recognize social location and privilege in order to better work with people from different identities
- A positive representative of Outdoor Pursuits

### **Professional Development Opportunities:**

- Developed on-boarding system
- Applied and enhanced teaching skills

# OUTDOOR PURSUITS

## Equity and Inclusion Coordinator

The Equity Coordinator is a people-oriented, amiable, compassionate, organized, and enthusiastic individual whose goal is to better equip program staff to serve the Pac U community through increased awareness of socio-political issues and the best way to address them as a program.

The Equity Coordinator's main objective is to oversee OP efforts to foster equity and inclusion as part of the organization's main goals and mission. This includes tracking progress and educating staff and participants on the importance of these initiatives.

**Time Commitment:** 6-8 hours weekly, on-call time as needed, and attendance on various weekend trips

### **You are:**

- Compassionate when working with other people
- Passionate about promoting equity and inclusion on campus and beyond
- A high level communicator
- A team player willing to work with others to develop projects
- Flexible and available for short notice meetings/tasks
- Confident working independently
- Open to giving and receiving feedback
- Able to recognize social location and privilege in order to better work with people from different identities
- A positive representative of Outdoor Pursuits

### **Professional Development Opportunities:**

- Community organization and outreach
- Experience developing and promoting DEI initiatives
- Enhanced team management and leadership skills

# OUTDOOR PURSUITS

## Outreach Specialist

The Outreach Specialist is a people-oriented, amiable, compassionate, organized, and enthusiastic individual whose goal is to create a relationship with other Pacific University programs, clubs, and groups to learn how to better serve the Pac U community.

It is the Outreach Specialist's main objective to foster a stronger connection with fellow Pac U groups and the greater community.

**Time Commitment:** 4-6 hours weekly, on-call time as needed, and attendance on various weekend trips

### **You Are:**

- A social butterfly with a knack for working with varying groups of people
- A high level communicator
- Flexible and available for short notice meetings/tasks
- Radiating with motivation to work on projects independently
- Open to giving and receiving feedback
- Able to recognize social location and privilege in order to better work with people from different identities
- A positive representative of Outdoor Pursuits

### **Professional Development Opportunities:**

- Experience developing and promoting DEI initiatives

# OUTDOOR PURSUITS

## Gear Logistics Coordinator

The Gear Logistics Coordinator is a disciplined, organized, and enthusiastic individual whose goal is to maintain and oversee the Outdoor Pursuits gear inventory as it is used throughout the season. This position provides the opportunity for innovation and growth. Organizational skills as well as problem solving skills are essential for the success of the position.

It is the Gear Logistics Coordinator's main objective to train gear managers in the proper organization and care of program gear, in this way preparing the gear to serve the greater Pacific community.

**Time Commitment:** 6-8 hours weekly, on-call time as needed, and attendance on various weekend trips

### **You Are:**

- A jack of all trades and gear enthusiast
- Proficient with Microsoft Office Suite
- A high level communicator
- A boss at solving problems
- A confident independent worker
- Open to giving and receiving feedback
- Able to recognize social location and privilege in order to better work with people from different identities
- A positive representative of Outdoor Pursuits

### **Professional Development Opportunities:**

- Enhanced team management and leadership skills
- Operations and inventory management experiences

# OUTDOOR PURSUITS

## Gear Guru

A Gear Guru is an organized, dedicated, inspired, and enthusiastic individual whose goal is to develop community through involvement in OP trips and programming. A passion for the outdoors and an understanding of gear-care are essential for the success of the position.

It is the Gear Guru's main objective to spread the outdoor stoke on campus through involvement in the Outdoor Pursuits office as well as on outdoor trips through accurately supplying and packing the correct gear for each trip.

**Time Commitment:** 4-6 hours weekly, on-call time as needed, and attendance on various weekend trips

### You are:

- Total gear-head
- A practical and creative problem solver
- A high level communicator
- A team-player
- Flexible and available for trip preparation
- A proactive and adaptable worker
- Self-starter
- Open to giving and receiving feedback
- Able to recognize social location and privilege in order to better work with people from different identities
- A positive representative of Outdoor Pursuits

### Professional Development Opportunities:

- Applied inventory management
- Strategic organization methods to successfully equip each trip independently
- Develop interpersonal skills by identifying problems, working through them, and finding solutions in a group setting

# OUTDOOR PURSUITS

## Environmental Stewardship Manager

The Stewardship Coordinator is a sustainability-oriented, compassionate, organized, and enthusiastic individual whose goal is to better equip Outdoor Pursuits, The Center for Civic Engagement, and Center for a Sustainable Society to serve the Pac U and Oregon outdoor communities through increased awareness of environmental issues; they will help orchestrate service projects as a facet of this.

It is the Environmental Stewardship Coordinator's main objective to raise awareness among staff and student participants in regards to sustainable practices and our relationship to nature.

**Time Commitment:** 4-6 hours weekly, on-call time as needed, and attendance on various weekend trips

### You are:

- Passionate about environmental stewardship and sustainability practices.
- A natural networker
- A high level communicator
- A team enthusiast and willing to work in teams/with groups to develop projects
- Flexible and available for short notice meetings/tasks
- Radiating with motivation to work on projects independently
- Open to giving and receiving feedback
- Able to recognize social location and privilege in order to better work with people from different identities
- A positive representative of Outdoor Pursuits

### Professional Development Opportunities:

- Complete sustainability audit
- 'Green' strategic plan
- Organized environmental activism events

# OUTDOOR PURSUITS

## Bookkeeper

The Bookkeeper is a detail-oriented, organized, analytical, and enthusiastic individual whose goal is to maintain and update financial records and to be sure all accounts are current and accurate.

It is the Bookkeeper's main objective to keep the Outdoor Pursuits finances organized and fully accounted for to best utilize the budget to best serve OP.

**Time Commitment:** 4-6 hours weekly, on-call time as needed, and attendance on various weekend trips

### You are:

- A spreadsheet master
- Highly detail oriented
- Keen with money management
- Familiar with excel and other financial tracking programs
- A high level communicator
- Flexible and available for short notice creation
- Radiating with motivation to work on projects independently
- Open to giving and receiving feedback
- Able to recognize social location and privilege in order to better work with people from different identities
- A positive representative of Outdoor Pursuits

### Professional Development Opportunities:

- Curated budget plan for the program
- Strategy for expenditure tracking

# OUTDOOR PURSUITS

## Student Instructor

A Student Instructor is an active, dedicated, inspired, and enthusiastic individual whose goal is to develop community through involvement in OP trips and programming. A passion for facilitating outdoor adventure trips is essential for the success of the position.

It is the Student Instructor's main objective to spread the outdoor stoke on campus through involvement in the Outdoor Pursuits office as well as on outdoor trips.

**Time Commitment:** 2-6 hours weekly, on-call time as needed, and attendance on various weekend trips

### You are:

- A nature lover and aspiring leader looking to build your skills!
- Compassionate and welcoming to all people
- A team player
- Flexible and available for trip preparation
- Able to take initiative in approaching all types of office tasks
- Radiating with motivation to work on projects independently
- Open to giving and receiving feedback
- Effective in managing and organizing your schedule
- In possession of a valid driver's license
- Able to recognize social location and privilege in order to better work with people from different identities
- A positive representative of Outdoor Pursuits

### Professional Development Opportunities:

- Risk management on various trips
- Leadership of managing a group of people from various backgrounds and skill sets
- Teaching different skill sets to a variety of people