



Position Announcement:

Oregon Consensus Project Manager (1.0 FTE)

**National Policy Consensus Center
Portland State University**

Application Deadline: Review of applications begins July 8, 2011, and continues until finalists are identified

**Position Title: Oregon Consensus Project Manager
Department: National Policy Consensus Center
Reports to: Director of Oregon Consensus Program, National Policy Consensus Center, Hatfield School of Government, Portland State University**

Oregon Consensus is seeking an experienced professional to fill a full-time Project Manager position. The position is in Oregon, but the region is flexible depending on the successful applicant. It will most likely be in Portland, eastern Oregon, central Oregon, or southern Oregon. Starting date is August 2, 2011.

Oregon Consensus

Oregon Consensus (OC) is a national leader in collaborative governance and is Oregon's official program for public policy collaboration (see ORS 36.179). OC provides assessment, consensus building, facilitation, mediation and other alternative dispute resolution services to public entities and their stakeholders throughout Oregon. OC's mission is to promote effective and collaborative approaches for public decision-making. OC offers state, local, tribal and federal governments, and the public a neutral forum and neutral services in support of collaborative governance. For additional information on Oregon Consensus, please visit www.orconsensus.pdx.edu

OC is a program of the National Policy Consensus Center in Portland State University's Hatfield School of Government, which also houses the Oregon Solutions Program. Portland State is an urban university located in downtown Portland, Oregon, and is known as a leader in community engagement. Portland State enrolls approximately 30,000 students.

Responsibilities

This position is responsible for the following:

- Provide neutral assessment and mediation/facilitation of public policy collaboration projects
- Manage assigned projects and budgets, including the supervision of multiple staff and contractors
- As needed, work on Oregon Solutions', NPCC, and Policy Consensus Initiative projects
- Incorporate student interns into assigned projects and mentor these interns
- Provide technical assistance and consultation to public bodies and their constituents in regard to the potential for collaboration
- Engage in entrepreneurial activities aimed at attracting potential projects
- Actively participate in staff meetings with the aim of contributing to a collaborative and supportive work environment
- Conduct (as part of a team) public policy collaboration training programs
- Develop agreements with funding sources for projects
- Support the ongoing development of project evaluation, data gathering and research
- Participate in academic scholarship related to the field of public policy collaboration

Qualifications

Required skills, knowledge and abilities:

- Excellent interpersonal skills
- Deep understanding of dispute resolution concepts
- Ability to assess conflict situations and design appropriate dispute resolution or consensus processes
- Ability to conduct efficient and effective fact-finding or research efforts
- Ability to listen and identify important concepts or ideas in dialogue and to record or summarize them accurately
- Excellent writing skills (clear and concise)
- Outstanding organizational skills
- Outstanding ability to work as part of a team including other process facilitators and OC staff
- Ability to remain neutral and see all sides of controversial issues
- Ability to relate well with high level public officials and with advocates with strongly held views
- Proficiency with word processing software, internet use and electronic communications
- Must have an Oregon driver's license and be able to successfully complete a background check.

Preferred skills, knowledge and abilities:

- 5 years experience in consensus building or dispute resolution
- Demonstrated success in mediating/facilitating collaborative processes
- J.D. degree or Master's degree in conflict resolution, mediation, public administration, or a closely related field.

Compensation

The starting annual salary rate for this position will be between \$63,000-\$78,000 dependent upon qualifications and experience with an excellent benefits package including healthcare; a generous retirement and vacation package; and reduced tuition rates for employee, spouse or dependent at any of the Oregon University System schools.

To Apply

Please send:

- Letter of interest
- Resume
- A description of three public policy collaboration projects you have worked on (feel free to include work product from these projects, such as final reports)

Send the above application materials to: John Hummel, Director, Oregon Consensus, via **both** of these email addresses: jhummel@pdx.edu and consensus@pdx.edu

Email is the only acceptable delivery method (unless prior approval has been obtained to submit materials via an alternative delivery method).

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Portland State University is an Affirmative Action, Equal Opportunity institution and, in keeping with the President's diversity initiative, welcomes applications from diverse candidates and candidates who support diversity.