

Neighbors West-Northwest Services and Programs

Our work supports your work

Core Services

Keep Organizations Legally Compliant

- Publish/Post Public Notices for Events
 - Manage Calendars
- Store and Manage Public Records
- Manage Membership Databases
- Provide Insurance (group savings, managed centrally)
 - General Liability
 - Directors and Officers (D&O)
- File & pay Corporation Renewals, State taxes (CT-12), and Federal taxes (990s)
- Provide Fiscal Sponsorship to Members without Federal Non-Profit (501c)

Provide Information and Expertise

- Information and Referral
- Connections to gov't and community agencies
- Organizational management best practices consultation
- Risk Management consultation
- Board and Committee Orientations
- Graphic Design
- Website Design
- Limited I.T. Support
- Trainings
- Bookkeeping
- Fundraising Support

Help Get the Word Out

- Monthly Printed Coalition-wide Newsletter (in NW Examiner)
- Monthly electronic newsletter
- Distribute funds for communications projects
- Manage/pay for web hosting & domains
- Website backup and updates
- In-office printing

Personalized Staff Support

- Meeting attendance
- Consultation at the office
- Receive emails via board@ email address (priority given to emails addressed directly to staff)

Other Contracted Programs

- Community Collection Events (Clean-ups)
- Neighborhood Small Grants Program
- NW Neighborhoods Parks & Rec Fund

Action items requiring info from volunteers

Neighbors West-Northwest Staff Descriptions

Mark Sieber, Executive Director
503.823.4212, mark@nwnw.org

- Staff supervision, program development & office systems
- Financial Management, insurance & risk management
- Non-profit governance—ONI Standards, ORS 65, Federal & state tax rules, Bylaws, parliamentary procedure
- Land Use and Transportation
- Office of Neighborhood Involvement Liaison —programs, budget & regulatory
- Coalition Chairs and Directors Liaison
- Direct Liaison to Neighborhoods
 - Forest Park
 - Northwest District
 - Northwest Heights

Jennifer Kirk, Program Manager
503.823.4265, jen@nwnw.org

- Develop & manage programs
 - Neighborhood Small Grants
 - Records Management (& records requests)
 - Walk About/Talk About
- Coordinate special programs/projects
- ONI contract reporting
- Develop training materials
- Direct Liaison to Neighborhoods
 - Arlington Heights
 - Sylvan-Highlands

Anastasia Zurcher, Neighborhood Support Specialist
503.823.4288, Anastasia@nwnw.org

- Maintain coalition and ONI calendars: posts neighborhood meetings & events
- Editor, Coalition-wide printed newsletter “Neighborhood Activist” & e-newsletter
- Manage communication funds
- Graphic design
- Coalition website maintenance
- Incorporates social media into coalition outreach strategy: Facebook and Twitter
- Direct Liaison to Neighborhoods
 - Northwest Industrial
 - Old-Town Chinatown
 - Pearl District
 - Portland Downtown

Doretta Schrock, Neighborhood Support Specialist
503.823.4211, Doretta@nwnw.org

- Neighborhood Cleanups
- Membership database management
- NWNW Board assistance
- NWNW Fundraisers
- Direct Liaison to Neighborhoods
 - Goose Hollow
 - Hillside
 - Linnton