



**Program #10010B - OCI - Policy & Training Coordinator** FY 2025 Proposed

**Department:** Nondepartmental **Program Contact:** JR Lilly  
**Program Offer Type:** Operating **Program Offer Stage:** Proposed  
**Related Programs:**  
**Program Characteristics:** New Request, One-Time-Only Request

**Executive Summary**

The Office of Community Involvement (OCI) was established to support community involvement programs and facilitate relationships between the people of Multnomah County and the Board of County Commissioners. As part of its mission, the Office of Community Involvement supports county advisory groups through community outreach, staff support, technical assistance and policy development. This limited duration position will continue to develop new training, standards and policies for use in department advisory groups and volunteer programs across county services.

**Program Description**

With the Office of Community Involvement (OCI) supporting Multnomah County’s departments with community engagement efforts, this role of the Policy & Training Coordinator will aim to create: countywide community engagement policy, training, and support systems; tools to support equitable representation policy for recruitment, on boarding, and selection criteria; and a consistent central curriculum and management process for all volunteers serving on advisory bodies. This will be the second year of this position working in OCI to develop these materials and training.

The Policy & Training Coordinator will develop a community engagement training curriculum for county staff, community partners, and community volunteers. The coordinator will collaborate with stakeholders to identify additional training needs, work with experts to develop training content and determine methods for training delivery, and pilot and refine training, soliciting feedback from staff and community participants.

This position will develop various tool kits, education material, and training activities that support community engagement efforts for county departments. This will include community engagement values, principles, beliefs, and standards for best practices. As well as templates and worksheets for departments to plan, facilitate, and evaluate their own community engagement plans.

This position will also advance the work to establish countywide policies that support a healthy community engagement environment and work to identify additional opportunities for supporting consistent implementation of best practices in community involvement across the organization. This position will also evaluate the County’s community engagement policies and programs to reduce barriers to participation, and develop tools and metrics for monitoring and evaluating countywide community engagement activities and impact.

**Performance Measures**

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	Number of new countywide trainings for County volunteer	N/A	5	6	8
Outcome	Number of tools that support a framework and resource for countywide enqaement support	N/A	1	1	5
Outcome	Number of materials created to support community enqaement activities for departments	N/A	N/A	N/A	4

**Performance Measures Descriptions**

This position will build upon the works to develop a core community engagement curriculum to create training methods and materials for county staff and community members. The work of this role can be measured in the amount of tools and materials it creates for county use.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$118,371	\$0	\$128,493	\$0
Materials & Supplies	\$2,129	\$0	\$2,507	\$0
Internal Services	\$1,500	\$0	\$1,500	\$0
<b>Total GF/non-GF</b>	<b>\$122,000</b>	<b>\$0</b>	<b>\$132,500</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$122,000</b>		<b>\$132,500</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Explanation of Revenues

Significant Program Changes

Last Year this program was: FY 2024: 10010B OCI - Policy & Training Coordinator

In FY 2024, this program was funded with one-time-only General Fund. This is a two year program, with FY 2025 being the final year of using one-time-only General Fund.