

Employment Opportunity



TITLE: Community Engagement Coordinator

JOB TYPE: Part-time, Hourly, Year-Round

WORK LOCATION: Woodbury, CT and surrounding towns

REPORTS TO: Executive Director; coordinates with other staff, as needed

POSITION OVERVIEW

The **Community Engagement Coordinator (CEC)** is responsible for planning and implementing community engagement opportunities for the Pomperaug River Watershed Coalition (PRWC). The individual works in partnership with towns, neighborhoods, schools, and other community and youth-serving organizations to deliver activities that connect people with the Pomperaug River, its tributaries, and the surrounding watershed with the ultimate goal to protect and improve water quality and habitat.

The CEC will develop and implement a yearly calendar of community outreach, education, and volunteer engagement activities including presentations, workshops, guided hikes, ambient water quality monitoring, planting projects, special events, tabling and more to educate community members about water conservation, stream ecology, stormwater pollution, threats to water quality, and provide opportunities and resources to protect the watershed (or the environment).

The CEC will play a central role in expanding PRWC's relationships with individuals and groups that make up our community, deepen existing partnerships, and develop new collaborations with the goal of increasing program participation and participant diversity. An ideal candidate is a confident, enthusiastic person with direct experience in environmental conservation, public speaking, social media, and working with different demographics in the community. A passion for bringing people together, a commitment to following the science, and a love of the outdoors will help you find success in this position. A background in education, environmental science, and/or environmental studies is encouraged.

DUTIES AND RESPONSIBILITIES

The CEC is a highly interactive position that works cooperatively with staff and volunteers on many different programs and initiatives within PRWC that vary seasonally throughout the year. The CEC is responsible for:

Public Programming and Community Engagement

- Plan, implement and evaluate an annual schedule of community outreach, education, and engagement activities designed to connect community members to the rivers and the natural environment and cultivate stewardship of water resources in the Pomperaug River Watershed.
- Coordinate and conduct watershed assessment and stewardship activities such as macroinvertebrate surveys, stream temperature monitoring, ambient water quality monitoring, trash clean-ups, riparian buffer restoration, rain garden planting, and invasive vegetation removal.
- Expand volunteer engagement - recruit, train, and lead volunteers and groups to participate in watershed stewardship and assessment.
- Lead in the planning and execution of Woodbury Earth Day – including development of project timelines, budget tracking, scheduling and securing venues, mailing list management, and organization of collateral and promotional materials, coordination with vendors, participant registration, sponsor solicitation, media coverage, and overall event logistics.

Communications and Marketing

- Develop, deploy, maintain, and evaluate marketing materials, social media, and web pages.
 - Create content for community-facing web pages and social media about projects and events.
 - Collect stories and digital media from members, partners, funders, volunteers, and staff.
 - Developing outreach materials such as brochures, flyers, posters, and displays.
 - Assist with branding and messaging.
- Lead production and dissemination of electronic newsletters, press releases, and printed annual report highlighting upcoming or recent activities including watershed assessments, educational programs, stewardship events, and organizational accomplishments, as well as funding opportunities.
- Foster collaborative relationships with the community, local nonprofit organizations, businesses, and other entities (cities, townships, schools, universities, agencies, organizations and associations) to promote the watershed's mission and goals. Attend community events to cultivate relationships with existing and potential PRWC partners.

Other Responsibilities

- Contribute to individual, team and organizational work planning.
- Provide input and monitor budget for assigned program areas.
- Assist in the development and implementation of donor appeals, fundraising events, and grant-funded projects.
- Maintain documentation for community engagement activities, key metrics and takeaways for communications and reporting purposes (includes photos, videos, participation, etc).
- This position may be responsible for contractor or intern supervision.
- Perform other projects and responsibilities as apparent or assigned.

QUALIFICATIONS, EXPERIENCE AND SKILLS

PRWC is looking for a “people person” to enthusiastically support PRWC’s mission and strategic plan by cultivating relationships within community groups and individuals in the Pomperaug Watershed communities. Having an existing relationship to Southbury, Woodbury, Bethlehem, Oxford, Watertown, Roxbury, Washington, Morris or Middlebury (e.g. someone who has lived or worked here) is a big plus. PRWC expects the Community Engagement Coordinator to possess the following educational and experiential skills:

- Associate’s Degree or equivalent work experience.
- Interest in natural resource management issues and a nonprofit environment preferred.
- Effective verbal and written communication in English.
- Motivated and collaborative team player who builds strong relationships internally and externally.
- Ability to take individual responsibility and to work effectively as part of a collaborative team.
- Strong ability to set priorities and meet deadlines; and to be well-organized when managing multiple tasks at a time.
- Flexibility, enthusiasm, dependability, and ability to work effectively with many different types of people using a variety of communication methods (phone, email, text, in-person, video conferencing, etc.)
- Demonstrated proficiency in common office software programs, including Word, Excel, and PowerPoint and Google equivalents. Experience with database management software preferred.

- Graphic design and familiarity with common software platforms including but not limited to Canva, InDesign, Photoshop, Acrobat Professional.
- Proficiency with online marketing and communication tools including but not limited to MailChimp, Wix, and social media platforms such as Facebook, Instagram, and LinkedIn.
- Video editing and production using Movie Maker, PremierRush, or other platforms is a plus.
- Strong interpersonal skills; the ability to approach and conduct outreach to strangers; and the ability to represent PRWC in a clear and professional manner in person, over the phone, in written communications; and at public events.
- Ability to independently produce creative, effective and accurate marketing content.
- Must have own vehicle and valid driver's license to travel to offsite meetings, programs, and project sites throughout the Watershed.

COMPENSATION

This is a year-round, part-time, hourly position at 20 to 24 hours per week. Wages range from \$16 to \$20/hr, depending on experience. Schedule is negotiable however work during regular business hours is preferred, occasional evenings and weekends are necessary (approximately twice a month). Occasional remote work may be considered after probationary period. Benefits include paid holidays, paid sick days, and up to a 3% matching contribution to a qualifying SIMPLE IRA per calendar year. After six months of employment, 10 days of paid vacation are allotted and increase over time employed.

TO APPLY

Please submit a single PDF document that includes a cover letter, resume, and a sample of your work (no more than 2 pages) to Carol Haskins at chaskins@pomperaug.org with subject line: "Application for Community Engagement Coordinator". First consideration will be given to applicants that apply by February 5, 2023. Applications accepted until the position is filled.

ABOUT POMPERAUG RIVER WATERSHED COALITION

PRWC was founded in 1999 by conservation-minded citizens in response to increasing threats to local water resources. Since then, PRWC has evolved into a nationally recognized model for scientific investigation, municipal assistance, stakeholder collaboration, community education, and volunteer engagement. Today, PRWC's mission is to promote the use of science and education to ensure plentiful high quality water in the Pomperaug Watershed communities. We share our knowledge and expertise with others committed to the protection of water resources for future generations.

PRWC is a 501(c)3 not-for-profit organization currently staffed by 2.5 FTE employees and governed by a volunteer Board of Directors. Further support is provided by an Advisory Council, community volunteers, and seasonally hired interns.

To learn more about PRWC and its programs, initiatives, and team members, visit www.pomperaug.org.

The Pomperaug River Watershed Coalition is an equal opportunity employer and welcomes a diverse pool of candidates in this search.