



Job Title: Outreach Coordinator

Reports To: Executive Director

Status: Full-Time, Non-Exempt

Location: Hybrid - Remote, In Office, and Field Work

Position Summary

The Outreach Coordinator is responsible for connecting the community with the mission of the River Raisin Watershed Council through education, public engagement, and program leadership. This role blends public-facing communication with hands-on program coordination, and requires someone comfortable moving between a classroom, a community event, a field site, and a spreadsheet in the same week.

Key Responsibilities

1. Education Presentations

- Develop and deliver engaging educational presentations for classrooms, schools, and local organizations on watershed health, water quality, and environmental stewardship
- Adapt presentation content and delivery style for different age groups and audiences
- Maintain and update presentation materials, curricula, and supporting resources
- Track and report on number of presentations delivered and audiences reached

2. General Outreach

- Represent the organization at community events, festivals, and tabling opportunities
- Coordinate volunteers for outreach events, including recruitment, scheduling, and on-site supervision
- Build and maintain relationships with community members, schools, and partner organizations to expand outreach
- Help develop outreach materials (flyers, handouts, social media content as needed)

3. Program & Project Coordination

- Coordinate logistics for technical field programs, including water sampling and monitoring events
- Plan and help lead camps and nature exploration programs, including scheduling, staffing, and site logistics
- Ensure programs run safely, on schedule, and within budget
- Track program participation, supplies, and outcomes
- Supervise program and support staff, both paid and volunteer

4. Program & Project Building

- Research and stay current on local environmental issues affecting the watershed
- Build and maintain relationships with municipalities, industry partners, and other stakeholders
- Identify and help problem-solve emerging environmental or programmatic issues
- Support development of new programs or partnerships that advance the Council's mission



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5. General Administrative Functions

- Maintain accurate records related to outreach, education, and program activities
- Assist with scheduling, correspondence, and other administrative support as needed
- Help prepare reports and materials for the Executive Director, board, or funders

Qualifications

- Bachelor's in environmental science, education, or related field, or equivalent experience
- Strong public speaking and presentation skills, with experience working with diverse audiences including youth
- Comfortable with field work (water sampling, outdoor programs, etc.) and willing to work outdoors in varying conditions
- Strong organizational skills and ability to manage multiple projects at once
- Valid driver's license and reliable transportation
- Ability to work a flexible schedule, including many weekends and evenings for meetings, events, and programs

Physical Requirements

- Ability to lift 50 lbs, stand for extended periods, and work outdoors in varying weather conditions

Compensation

- Competitive hourly rate, commensurate with experience and selected benefits
- Comprehensive health benefits package available
- Generous PTO and Sick Time

For more information or to apply, please send a resume and cover letter to executivedirector@riverraisin.org.