



## **Job Opening Announcement**

**Job Title:** Outreach Coordinator – Harford County

**Reports To:** Director of One Water Partnership Program

**Compensation:** Hourly paid, \$18-20/hour, contractual

**Organizational Background:** Interfaith Partners for the Chesapeake (IPC) ignites the power of faith communities in the Chesapeake Bay region to honor all of Creation by working together to protect and restore our shared watershed. We envision a time when faith communities across the Chesapeake region honor, care for, and protect the watershed we share so all our communities, and future generations, may thrive. Since 2013, IPC has engaged over 200 congregations to implement best management practices on their grounds and raise awareness among their congregants. IPC's programs are offered to congregations throughout Maryland, including the Eastern Shore, with plans to expand into south-central Pennsylvania. Visit [www.interfaithchesapeake.org](http://www.interfaithchesapeake.org) to learn more.

**Position Description:** The Outreach Coordinator advances IPC's mission by engaging congregations in our programs and supporting them on their journey to being good stewards of the Earth. This involves outreach through in-person engagement, social media, email communications, outreach at the denominational level, and having a presence at community and religious events. At this time, we anticipate this being 15-25 hours of work per week.

The Outreach Coordinator for Harford County will:

1. Develop and execute outreach plans in Harford County to engage congregations in IPC's programs and achieve program recruitment goals. This would include outreach to individual congregations, denominations, individuals at large, nonprofit organizations, and governmental representatives.
2. Diligently and creatively achieve program recruitment goals through digital and in-person outreach. This could include activities such as preparing and distributing printed promotional materials, digital media communications, phone calling to targeted congregations, planning gatherings and events, participating in community events planned by others, engaging with local governmental planning committees, and more. As such, the Outreach Coordinator may work during non-business hours.
3. Support outreach and recruitment in areas outside target region, as assigned. This could include email communications and phone calling to recruit congregations to participate in programming in Montgomery County, Frederick County, and on the Eastern Shore of Maryland.
4. Track recruitment and engagement metrics accurately as required by the program's manager using approved spreadsheets or databases.
5. Actively participate in team meetings to provide timely updates on project goals. Prepare summaries or reports, diagrams, appendices, and other supporting documentation as requested to support the program's manager.
6. Contribute to IPC's monthly newsletter to promote IPC's programs to the target audience.

## **Candidate Qualifications:**

- Positive "can-do" attitude with entrepreneurial spirit
- Strong passion and motivation to inspire people of faith to respond to the environmental challenges of our time
- Disciplined independent work style
- Proven ability to lead and complete outreach and engagement activities on time and within budget
- Able to juggle multiple assignments simultaneously, with attention to detail, efficacy, and timeliness
- Outgoing personality, excellent verbal communication skills, proven ability to lead meetings effectively



- Excellent skills in MS Office suite including Word, Excel, Power point, and Google platform
- Familiarity with Nation Builder, GoToMeeting, or Basecamp a plus
- Ability to travel by car as needed throughout Harford County and occasionally to Montgomery County or Frederick County.

**Location:** IPC's team operates virtually from home offices. Each team member is expected to perform with highly disciplined independence. IPC has traditional office space in Annapolis, Maryland. The Outreach Coordinator for Harford County is not required to report to the Annapolis office, unless requested for occasional staff meetings. Should such in-person attendance at meetings be required, travel expenses will be reimbursed.

**Position Status:** This is a contracted position through December 31, 2019. IPC envisions this position becoming a permanent position of employment in 2020. As a contractual position, no benefits are offered. All work-related travel will be reimbursed at the prevailing IRS rate. The contractor will provide their own computer for use at their own home office using their own internet service. Contractors are responsible for handling their own IRS tax filings. IPC will provide a 1099-Miscellaneous form to the contractor in January 2020.

**How to Apply:** Please provide a cover letter and resume, preferably in PDF format, addressed to Matthew Heim, Program Director, via email to [info@interfaithchesapeake.org](mailto:info@interfaithchesapeake.org). If you have questions, you may call Matthew Heim at 410-609-6852. Resumes will be collected until September 20, 2019. Interviews will begin immediately upon receiving applications from qualified candidates and will continue until a candidate accepts the offer for the contract. IPC plans to fill this position by October 7, 2019.