



Position Description

Job Title: Outreach Coordinator (Lancaster County, PA and Harford County, MD)

Reports To: Director of One Water Partnership Program

Supervises: None

Status: Employee, Full-time, Exempt

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 300 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, as well as south-central Pennsylvania. Visit www.InterfaithChesapeake.org to learn more.

Location: This is a remote position. 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 and periodic travel to IPC's Annapolis office may be required. A computer and peripherals will be provided to facilitate work-from-home; however, reliable internet at the home office must be provided by the employee.

Roles and Responsibilities: 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. It also involves coordinating with other non-profit and governmental partners to cultivate a collaborative atmosphere of numerous partners working together to advance community-wide restoration and education goals. The Outreach Coordinator will serve as IPC's lead outreach staff person for Lancaster County, PA and Harford County, MD regions and will assist with outreach in other regions as needed.

Outreach and Engagement of Congregations

1. Serve as IPC's primary staff person in the Lancaster County, PA and Harford County, MD regions. Duties include coordinating outreach and engagement with congregations in collaboration with IPC's non-profit partners, cultivating relationships with congregations and supporting them in their efforts to improve water quality and leading education and activities, and representing IPC at outreach events in these respective regions.
2. Maintain regular communication with IPC's non-profit partners in the Lancaster County, PA and Harford County, MD regions to ensure smooth flows of communication and collaborative outreach around both IPC and partner led education and engagement opportunities for congregations in these regions.
3. With the support of the One Water Partnership Program Director, develop and execute outreach plans to achieve program recruitment goals through outreach to congregations, denominations, individuals at large, nonprofit organizations, and governmental representatives. This could include activities such as preparing and distributing printed promotional materials, digital media communications, planning gatherings and events, engaging with local governmental planning committees, and more. As such, the Outreach Coordinator may be required to work during non-business hours.

4. Track recruitment and engagement metrics using databases such as Airtable and NationBuilder. Prepare summaries or reports, diagrams, appendices, and other supporting documentation as requested to support the program's manager.
5. Assist with outreach in the other IPC regions as needed.

Position Requirements:

- College degree required.
- 3+ years of experience leading outreach campaigns. Other project management experience will be considered if the candidate can demonstrate the ability to lead and complete complicated projects on time and within budget.
- Highly organized with excellent attention to detail.
- Charismatic personality, excellent verbal communication skills. Loves interacting with people on the phone, video-chat, or in-person.
- Proven ability to mobilize people and facilitate groups.
- Demonstrated ability to manage multiple projects simultaneously with ease.
- Demonstrated expertise in Microsoft Word, Excel, PowerPoint, Adobe Writer, and the Google Suite.
- Ability to travel by personal car throughout Maryland and south-central Pennsylvania as needed for meetings, outreach activities, conferences, and staff retreats.

Ideal Qualifications:

- Positive "can-do" attitude with a willingness to learn new skills and independently troubleshoot problems.
- Not intimidated by independently solving problems or cold-calling congregations.
- Tech-savvy aptitude. While not required, preference will be given to candidates with experience with: Basecamp (or Asana or Trello), Airtable, Zoom (as a technical facilitator), and/or basic website upkeep experience. Note your familiarity with these platforms in your cover letter if applicable.
- Strong passion and motivation to inspire people of faith to respond to the environmental challenges of our time.
- Demonstrated ability to work independently as well as part of a team.
- Able to juggle multiple assignments simultaneously, with attention to detail, efficiency, and timeliness.
- Comfortable in a fast-paced working environment.
- Given the outreach region will be primarily Lancaster County, PA and Harford County, MD, it is ideal if the candidate lives in this area to facilitate impromptu site visits and activity coordination, as Covid-19 restrictions loosen.

Compensation: \$35,000 to \$42,000 annual salary, commensurate with skills and experience. Includes paid vacation and holidays, medical and dental benefits, and a monthly cell phone stipend for use of personal cell phone. Work-related travel beyond the office is reimbursed at the prevailing IRS reimbursement rate. A computer and peripherals will be provided to facilitate work-from-home; however, reliable internet at the home office must be provided by the employee.

How to Apply: In our effort to promote diversity in all aspects of our mission, we strongly encourage persons of under-represented religions and cultures to apply. Please upload a cover letter, resume and three (3) references, through our online portal [here](http://www.InterfaithChesapeake.org/jobs), which can also be accessed by visiting us online at www.InterfaithChesapeake.org/jobs. If you have questions, you may contact Matthew Heim at Matthew@InterfaithChesapeake.org. Resumes will be collected until the position is filled. Interviews will begin immediately upon receiving qualified applications. We plan for the new hire to begin working not later than August 15, 2021.