



OUTREACH COORDINATOR

Matanzas Riverkeeper - Mission Statement

The mission of Matanzas Riverkeeper is to protect the health of the Guana, Tolomato, Matanzas watershed through advocacy, education, and community engagement. Our work includes everything from advocating for stronger water quality protections, to organizing waterway cleanups, to teaching children and adults how to be good stewards of our environment. For more information about our organization, visit: <https://www.matanzasriverkeeper.org/>.

Outreach Coordinator Position Description

We are searching for a talented and professional Outreach Coordinator to facilitate Matanzas Riverkeeper's community outreach activities. This position will organize informational, educational, and fundraising events and programming, represent Matanzas Riverkeeper at public events, and work with the Executive Director to develop and implement initiatives to further our mission, educate the public, and increase visibility within the community. This is a part-time position (15-hours per week) with the possibility of increased hours as workload and budget permit. The ideal candidate is self-motivated, organized, enthusiastic about our natural resources, and has experience in some or all of the position's duties and responsibilities.

Duties and Responsibilities

- Schedule and coordinate events including educational events, clean-ups, and fundraisers
- Represent Matanzas Riverkeeper at informational and educational events
- Develop, design, and distribute curriculum and educational materials and update as needed
- Administer select programs including the Litter Gitter
- Recruit, train, and supervise volunteers and/or interns to assist with program implementation, curriculum development, and educational events
- Create and administer new outreach initiatives and programs
- Provide assistance with drafting content for newsletters, website, and social media
- Identify and coordinate grant and fundraising opportunities
- Attend and participate in Waterkeeper Alliance and Waterkeepers Florida events, trainings, and programs
- Assist with database management and administrative tasks as needed
- Other duties as assigned

Qualifications and Experience

- Demonstrated knowledge of and passion for environmental causes
- Excellent interpersonal and organizational skills
- Ability to manage multiple projects simultaneously with minimal supervision and in a timely fashion
- Willingness and ability to work evenings and weekends on occasion
- Ability to lift 35 pounds
- Possession of a valid driver's license for duration of employment
- Knowledge and experience with Google Suite and Microsoft Office software
- Ability to work well with a diverse constituency including elected officials, non-profit representatives, neighborhood associations, and individual citizens with a wide range of backgrounds and perspectives
- Proficiency in on-the-water activities including boating, kayaking, fishing, and stand-up paddle boarding preferred

Compensation and Benefits

This is a part-time position (15 hours per week) comprised of a combination of set hours and flex time. Compensation will be \$15 per hour.

Working Conditions

This position reports to the Matanzas Riverkeeper/ Executive Director and will be based in St. Augustine Florida with the opportunity for some remote work. Occasional evening and weekend work will be required as well as rare overnight travel.

The physical demands of this position include utilizing computer equipment; traveling to and actively participating in public and private meetings, speaking engagements, and tabling events; occasional travel in difficult terrain by vehicle, boat, and foot around the watershed including rivers, estuaries, and beaches.

How to Apply

Please send resume, contact info for at least two references, and a cover letter explaining why you want to work for Matanzas Riverkeeper and why you feel you would be a good fit to Jen@MatanzasRiverkeeper.org. Include "Outreach Coordinator" in the subject line. **Applications accepted until June 18th, 2021.**

Matanzas Riverkeeper is an equal opportunity employer. We celebrate diversity and are committed to fostering a just, equitable, diverse, and inclusive organization for all employees, contractors, volunteers, and members of our community.