



# Clackamas River Basin Council

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## *Communication and Program Specialist*

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The Clackamas River Basin Council (CRBC), a 501(c)(3) non-profit organization, works to *foster partnerships for clean water and to improve fish and wildlife habitat and the quality of life for those who live, work and recreate in the watershed.* CRBC is led by a Board of Directors representing 21 different stakeholder groups. We work closely with local agencies, organizations, landowners and volunteers to implement the Oregon Plan for Salmon and Watersheds. CRBC projects occur throughout the Clackamas River watershed though it is primarily focused in the lower basin, in and around the communities of Estacada, Sandy, Boring, Damascus, Happy Valley and Gladstone.

### **Position Summary:**

The primary duties of this full-time position are to support the Clackamas River Basin Council's (CRBC) mission by developing communication and materials to promote streamside restoration, education, and volunteer opportunities. The Communication and Program Specialist will develop and update communication outreach materials for programs that focus on engaging rural and urban participants in CRBC activities. Communication may include one-on-one meetings and group events which promote the importance of riparian restoration, pesticide reduction, and watershed care. The ideal candidate will have excellent communication and organization skills, good attention to detail, and interest in natural resource management and landowner stewardship.

### **Duties and Responsibilities:**

- Lead communication and promotion of activities that will involve private and public landowners and individuals in CRBC programs for watershed stewardship. These activities include, but are not limited to: press releases, media contacts, direct mail, newsletters, social media, web site content creation and updates, email, telephone, and assisting or leading workshops and events.
- Develop and design visual print materials and web displays for mailers, factsheets, emails, web content, newsletters, social media, watershed signs and other materials used to engage and educate diverse audiences on a variety of watershed topics.
- Assist or lead in planning and implementing special events such as CRBC's annual watershed celebration and Down the River Clean Up.
- Provide support to, and may attend, monthly governance meetings.
- Lead tracking and data entry of landowner outreach and stewardship efforts.
- Coordinate volunteer recruitment and engagement, including work parties, and track volunteer hours.
- Assist in grant writing and fundraising.
- Assist staff with select field projects as needed.
- Other responsibilities as assigned.

### **Working Conditions:**

This position involves a multi-task and teamwork approach, supervised by the Executive Director. It includes both office and community-based activities. Attendance at evening and weekend meetings and community events will require a flexible schedule.

**Qualifications:**

- Proficient written and verbal communication skills.
- Ability to communicate with diverse individuals or groups and present information on watershed stewardship.
- Self-directed and organized with the ability to perform creative communications, reporting, data tracking, and administrative activities.
- Successful experience creating and implementing communication plans.
- Proficiency with social media.
- Proficiency in creating visual communication materials including print and web media, with programs such as Adobe Creative Suite, InDesign, Illustrator, and Photoshop. May use available ArcGIS software in visual communications.
- Computer software proficiency with Microsoft Office programs including MS Outlook, MS Word, MS Excel, MS Access, contact management tools such as Salesforce, and web site content using WordPress.
- Preference for creative problem solvers with a skill for communicating technical information to the general public and adapting communication tactics based on audience interests and needs.
- Experience in community outreach with a preference for those with experience in watersheds or natural resources.
- Post-secondary education in communications, marketing, graphic arts, environmental sciences, or other relevant field of study.
- Willing to lead volunteers, work crews, interns or staff in outdoor or office activities.
- Experience preparing, printing, and completing bulk mailing operations.
- Preference to those with previous experience with non-profit groups.
- Ability to occasionally work outdoors on uneven terrain and in inclement weather.
- Valid driver's license recognized by Oregon or Washington and a reliable motor vehicle.
- Ability to pass a pre-employment drug screening.

**Compensation:**

Starting hourly wage ranges from \$18.00- \$22.00, depending on experience. Benefit package includes medical, dental, and retirement contributions.

**How to Apply:**

Send cover letter and resume indicating your interest and relevant experience along with 2-3 samples of relevant communication materials you created to [cheryl@clackamasriver.org](mailto:cheryl@clackamasriver.org), or mail to Clackamas River Basin Council, PO Box 1869, Clackamas, OR 97015. Email submission is preferred. For earliest consideration submit application materials by 6/15/18. Review of applications will continue until the position is filled.

*Clackamas River Basin Council provides equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, national origin, age, disability, gender identity, genetics, or military or veteran status.*