



Clackamas River Basin Council

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Communication and Program Coordinator

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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 leading outreach activities that promote streamside restoration, education, and volunteer opportunities. The Communication and Program Specialist will lead existing grant associated activities as well as seek grant funding resources to develop and execute programs that focus on engaging rural and urban participants in CRBC activities. Communication may include print publications, social media, one-on-one meetings, and group educational and volunteer 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 and assist in 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 media contacts, direct mail, newsletters, social media, web site content creation and updates, email, telephone, and assisting or leading volunteer days, workshops and outreach events.
- Assistance in communications with landowners involved in our current Focused Investment Partnership.
- Lead current community engagement grant work with Local Homeowners Associations.
- Assist or lead grant writing for stakeholder engagement, outreach and education activities.
- Coordinate volunteer recruitment and engagement for workparties, tabling, and other events.
- Lead Outreach and watershed education activities for local High School classes.
- Planning and implementing special events such as volunteer days, weekend work parties, education class promotions, landowner engagement as well as assist partners in planning and implementing the annual Down the River Cleanup.
- Plan and implement voluntary pesticide reduction activities.
- Provide support and attend, monthly governance meetings.
- Participate in the Councils Community Involvement and Outreach activities.
- Tracking volunteers, landowner outreach and stewardship efforts using Salesforce.
- Assist in fundraising.

- 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 staff with field projects as needed.
- Other responsibilities as assigned.

Working Conditions:

This position involves a multi-task and teamwork approach, supervised by the Outreach and Stewardship Manager. It includes both office and community-based activities. There is limited field work in this position. Attendance at evening and weekend meetings and community events require a flexible schedule.

Qualifications:

Communication-

- Experience in community outreach with a preference for those with experience in watersheds or natural resources.
- Willingness to outreach and engage diverse audiences to recruit volunteers for a variety of for activities.
- Ability to communicate with diverse individuals or groups and present information on watershed function and stewardship.
- Experience creating and implementing communication plans.
- Experience with social media.

Field Activities-

- Ability to lead volunteers, work crews, interns or staff in outdoor or office activities.

Data-

- Experience with or willingness to learn grant writing and management.
- Ability to work within multiple complex budgets.

Qualifications-

- 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 solving with a skill for communicating technical information to the general public and adapting communication tactics based on audience interests and needs.
- Proficient written and verbal communication skills.
- 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.
- 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 \$19.00- \$25.00, 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 suzi@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 4/15/20. 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.