



Clackamas River Basin Council

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Communication and Program Coordinator

2021

The Clackamas River Basin Council (CRBC), a 501(c)(3) non-profit organization, working 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.* A 23 member Board of Directors leads CRBC and we work closely with local agencies, organizations, landowners and volunteers to implement the Oregon Plan for Salmon and Watersheds.

Position Summary:

The primary duties of this full-time position are to support the Clackamas River Basin Council's (CRBC) mission by developing communication materials to promote watershed restoration, education, and volunteer opportunities. The Communication and Program Coordinator will develop and update communication outreach materials for programs that focus on engaging rural and urban participants in CRBC activities. Communication may also 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 organizational skills, good attention to detail, and experience in natural resource management and landowner stewardship.

Duties and Responsibilities:

- ✓ Integrate a variety of communication tools to perform outreach and education including but not limited to: media contacts, direct mail, newsletters, social media, video creation or editing, web site content creation and updates, email, telephone, in person outreach, and assisting or leading workshops, and outreach events.
- ✓ Lead, with the Stewardship and Communications Manager's assistance, communication and promotion of watershed stewardship activities that will involve private and public landowners and individuals in CRBC programs.
- ✓ Lead planning and implementation of special events such as CRBC's annual watershed celebration and assist with implementation of education workshops and conferences.
- ✓ Engage watershed residents in restoration and protection program activities such as CRBC's Pesticide Reduction Program.
- ✓ 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.
- ✓ Coordinate volunteer recruitment and engagement, such as leading weekend work parties and tabling events.
- ✓ Lead tracking and data entry of volunteers, landowner outreach and stewardship efforts via contact management software, currently Salesforce
- ✓ Assist in fundraising efforts.
- ✓ Assist with field projects as needed.
- ✓ Provide monthly reports for, and attend, monthly governance meetings and committee meetings.
- ✓ Other responsibilities as assigned.
- ✓ CRBC staff team members are involved in grant writing and completing grant requirements for this nonprofit organization.

Working Conditions:

This position involves a multi-task and teamwork approach, supervised by the Stewardship and Communications Manager. It includes both office and community-based activities. There is limited fieldwork included in this position. Duties include attendance at evening and weekend meetings and community events.

Qualifications:

- Experience in community outreach with a preference for those with experience in watersheds or natural resources.
- Demonstrable knowledge of Diversity-Equity-Inclusion concepts with ability to work across cultural differences. Openness, interest and ability to incorporate different perspectives from one's own cultural experiences.
- Willing to lead volunteers, work crews, interns or staff in outdoor or office activities.
- Ability to communicate with diverse individuals or groups and present information on watershed function and stewardship.
- Post-secondary education in communications, marketing, graphic arts, environmental science, or other relevant field of study.
- Computer software proficiency with Microsoft Office programs including MS Word, MS Excel, MS Access, contact management tools such as Salesforce, Google Suite, and web site content using WordPress.
- Preference for creative problem solvers with a skill for communicating technical information to the 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 work occasionally 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, short- and long-term disability, life insurance and retirement contributions.

How to Apply:

Email cover letter indicating your interest and relevant experience along with resume to info@clackamasriver.org, or mail your cover letter and resume to Clackamas River Basin Council, PO Box 1869, Clackamas, OR 97015. Review of résumés 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.