



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, 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.* CRBC is led by a diverse 21 member Board of Directors 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 and engaging with the public to promote streamside restoration, education, and volunteer opportunities. The Communication and Program Specialist will develop and update communication materials for landowner outreach and for programs that focus on engaging rural and urban participants in CRBC activities and offerings. Communication with individuals also will 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 a passion for natural resource management and landowner stewardship.

Duties and Responsibilities:

- Lead marketing and communication activities to involve private and public landowners in CRBC programs and ensure their understanding of 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, one-on-one outreach site visits, workshops and events.
- Develop and design visual print 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.
- Provide support to, and attend, monthly governance meetings.
- May use ArcGIS software to determine outreach target areas and to make visual maps used in communication materials.
- Assist with data entry and tracking of landowner outreach and stewardship efforts.
- Coordinate volunteer recruitment and engagement and track volunteer hours.
- Assist in office administration activities, grant writing and tracking, and fundraising.
- Other responsibilities as assigned.

Working Conditions:

This position involves a multiple task and teamwork approach, supervised by the Executive Director. It includes both office and community-based activities. Our work takes us throughout the watershed though it is primarily focused in the lower basin, in and around the communities of Estacada, Sandy, Boring, Damascus, Happy Valley and Gladstone. Attendance at evening and weekend meetings and community events will require a flexible schedule.

Qualifications:

- Proficient written and verbal communications skills, including the ability to initiate contact with diverse individuals or groups and present information on a wide variety of topics.
- Successful experience creating and implementing communication plans or marketing strategies.
- Proficiency with Adobe Creative Suite, including InDesign, Illustrator, and Photoshop to create print and web media.
- Computer software proficiency with Microsoft Office program, including MS Outlook, MS Word, MS Excel, and MS Access. Working knowledge of ArcGIS software is highly desirable.
- Preference for proficiency with social media.
- 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 preparing, printing, and completing bulk mailing operations.
- Experience in community outreach with a preference for those with experience in watershed or natural resources education or planning.
- Post-secondary education with preference to those with a four-year degree relating to communications, marketing, graphic arts, environmental sciences, or relevant field of study.
- Self-directed and organized with the ability to perform creative communications, reporting, administrative, and data tracking activities.
- Experience and enthusiasm for working with private landowners and community partners to assist them in watershed restoration and stewardship.
- Willing to lead volunteers, work crews, interns or staff in outdoor or office activities.
- Preference to those with previous experience with non-profit groups.
- Ability to 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. Benefits package includes medical, dental, vision, 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, or mail to Clackamas River Basin Council, PO Box 1869, Clackamas, OR 97015. Email submission is preferred. For earliest consideration submit application materials by 9/22/17. 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, genetics, or military or veteran status.