



Position: Community Outreach Coordinator ****UPDATED 7/12/19****
Schedule: 32-40 hrs/wk (0.80-1.00 FTE), includes some evening & weekend time as needed to attend meetings and Council events.
Compensation: \$18/hr; Benefits include employee health/dental/vision plan paid for by JCWC; employer 3% match to company 401(k) retirement plan; 10 paid federal holidays; 18 paid vacation days; Current funding for this program is for two years. Our goal is to secure funding for a longer period of time.
Reports to: Volunteer Program Manager

About the Council

Johnson Creek Watershed Council (JCWC) was founded in 1995 by local residents and agency personnel to restore Johnson Creek. Community engagement in this restoration work is a large part of the Council's work and identity. In 2018, we had 2,188 volunteer signups. Our primary community engagement is through our riparian stewardship and community science programs. The Council also has an active fish passage program—replacing, retrofitting and removing culverts and other barriers. We are also building a stormwater retrofit & management program.

We encourage people of color, women, LGBTQ people, religious minorities, immigrants, and differently able people to apply.

About the Community Outreach Coordinator position

The Johnson Creek Watershed has one of the most diverse populations in the state of Oregon. This presents an exciting challenge to engage our community, and this is at the heart of the work of the Community Outreach Coordinator. To further our goals in this area, and to map out our Diversity, Equity and Inclusion (DEI) work, the Council adopted an organizational Equity Action Plan in March, 2017. Our DEI work to date includes a workforce development program to provide natural resources job skills to underserved communities, internships to youth from these communities, a bilingual nature program designed to help English learners to be more comfortable in the watershed's natural areas and changing our organization to create a more inclusive culture.

Job Duties

1. Community Science. Coordinate the Council's Community Science program, working with the Restoration Project Manager and Volunteer Program Manager (35%).
2. Volunteer restoration & community event planning (20-30/year). Riparian stewardship events comprise ~75%, the other 25% is our bilingual "Speak Creek" program, organizing events to connect English language learners to natural areas. (40%)
3. Internship coordination. Coordinate watershed engagement interns. (10%)
4. Communications. Manage our social media platforms, and monthly e-bulletin publication *The Johnson Creek Current* (15%)

Other occasional duties will be assigned including, but not limited to, management of 1-2 small-medium events per year.

Qualifications and Skills

- Able to work well with people of diverse ages, races and backgrounds
- Demonstrated commitment to, training in and experience with racial equity, diversity and inclusion.
- Experience working with volunteers in a leadership capacity
- Knowledge of natural resources, especially as it pertains to the urban environment
- Excellent communication skills, including writing, speaking, and networking
- Experience designing and facilitating public involvement efforts
- Available to work occasional evenings and/or weekends in addition to workdays (total number of hours in a pay period to remain the same, and will be a maximum of 40 hours/week).
- Proficient in Microsoft Office, and in Salesforce or similar database software
- Ability to lift a minimum of 40 pounds over head, to walk in and around streams and other project and monitoring sites, and to work at a desk for extended periods of time.

Other Desirable Qualities

- Working knowledge of website & email management platforms, digital fluency: ability to learn new applications quickly.
- Working knowledge of an email marketing management platform (Vertical Response, Constant Contact, etc.)
- Experience working with communities within the Johnson Creek Watershed
- Ability to speak and write in Spanish, Russian, Vietnamese, Mandarin/Cantonese, or other languages spoken in the Johnson Creek Watershed
- Public speaking experience

Education

Bachelor's degree in a natural resource science, business, or communications preferred. A minimum of three years of experience in community outreach or communications may be substituted for the Bachelor's degree. An Associate's degree with a minimum of 18 months experience may also be substituted for the Bachelor's degree.

Travel and Safety Requirements:

Travel by car, valid Oregon driver's license, the ability to be insured for vehicle usage is required. Willingness and ability to use reliable personal transportation related to work (mileage reimbursed) is preferred. Appropriate field and safety attire required as event dictates.

The Council is an equal opportunity employer.

To Apply, please include cover letter, resume, a writing sample of your outreach work and three references (minimum two professional references). In your cover letter, please describe your experience and commitment to racial equity and inclusion work. Email application materials to Cathy Geiger, at cathy@jcw.org. No phone calls, please.

Application Deadline: All materials must be received by 4 p.m., Pacific time, Friday, August 2, 2019