



Outreach Coordinator Job Description

Summary

The Outreach Coordinator (OC) is responsible for leading outreach initiatives, which includes coordinating workdays, clean-ups, and partner events. The OC will manage volunteers and coordinate interns and fellows. The OC also manages the Adopt-a-Trail program and Freshwater Fans individual donor program. The OC may offer support for events and stewardship fieldwork as needed. This is a full-time salaried position that reports to the Executive Director.

Essential Duties and Responsibilities

Leads Efforts To:

- Initiate and plan outreach activities and establish working community partnerships
- Coordinate Volunteer Workdays for corporate groups, FLT's board and junior board, other groups, and general public
- Facilitate community projects, such as Red Rock Trail geocaching, Litter Gitter, etc.
- Develop and execute Freshwater Fans individual donor program
- Coordinate Adopt-a-Trail program
- Manage volunteers and track outreach activities and hours
- Coordinate interns and fellows and manage junior board meetings and other activities
- Collaborate with all staff members on outreach activities and grants
- Track award potentials and nominations

Assists Conservation and Stewardship Directors In:

- Project budget development and reporting
- Occasional land management activities

Assists Finance and Development Director and Communications Director in:

- Preparing solicitation letters and donor reports
- Event planning and execution

Minimum Requirements

- Bachelor's in nonprofit management, communications, or related degree
- Project management experience, including overseeing multiple projects through to success, and meeting and project deadlines.
- Exceptional interpersonal communication skills, including ability to represent FLT well to our partners, members, and the public.
- Strong team building and relationship-building skills, with the ability to interact effectively with diverse personalities. Positive and pleasant demeanor.
- Strong written communication, attention-to-detail, problem-solving, quality control, and time management skills. Ability to work independently and decisively with little supervision.
- Computer proficiency, including ability to trouble-shoot basic computer user problems and learn new computer skills. High proficiency with Microsoft Office.
- Candidates will be required to pass criminal background check before they can be hired.