



*FLT Outreach and Communications Coordinator
Job Description*

Summary

The Outreach and Communications Coordinator (OCC) at Freshwater Land Trust (FLT) is responsible for leading outreach initiatives, including coordinating cleanups and partner events, managing volunteers and interns, and maintaining established FLT programs, such as Adopt-A-Trail and Freshwater Fans. The OCC will contribute to FLT's communication strategy by producing digital and printed content and maintaining the website and social media platforms. This is a full-time salaried position. The following job description outlines the major duties and responsibilities of the position. The OCC may periodically be asked to undertake additional tasks that are not listed here. Applications should be sent to admin@freshwaterlandtrust.org and must be received no later than Monday, October 9, 2023, by 5:00 p.m.

Essential Duties and Responsibilities

Leads efforts to:

- Initiate, plan, and attend outreach activities and events, including cleanups, corporate volunteer workdays, giveback nights, informational meetings, socials, and annual FLT staples, such as the Endangered Species Tour.
- Facilitate community partnerships and manage outreach programs, including Adopt-a-Trail and Freshwater Fans individual donor program.
- Produce written and digital material for FLT's website, social media platforms, press releases, and other communications efforts.
- Generate and assemble materials for publications and mailings, including FLT's annual report and mid-year letter campaign.
- Compile and systematize photo and video content.
- Track measurable data for reports, grants, and nominations, where applicable.

Assists FLT team members in:

- Event planning and execution, including Corporate Breakfast and annual Land Aid fundraiser.
- Coordinating with the FLT Junior Board on service projects and events.
- Preparing reports and mailings for grants and solicitations.
- Occasional land stewardship and trail maintenance efforts.
- Television and radio appearances, including some monthly Red Rock Tuesday live segments.

Minimum Requirements

- Bachelor's Degree in relevant field and/or minimum of three years of experience in nonprofit work or other communications-related position.
- Ability to manage multiple projects simultaneously through to success.
- Demonstrated proficiency in interpersonal communication skills, including capability to communicate effectively in public settings and amongst differing perspectives.
- Sharp written communication and critical writing skills. Strong attention to detail and competency with time management.
- Ability to work independently and in a team setting.
- Excellent computer skills, including command of Microsoft Office suite and familiarity with WordPress and Adobe products (InDesign, Illustrator, etc.)
- Ability to lift heavy (40+ pound) objects and equipment.
- Candidates will be required to pass a criminal background check before they can be hired.