

## **Columbia Springs Job Description**

**Job Title:**

Community Engagement Specialist – Full Time (Temporary – 9mo, Parental Leave Coverage)

**Apply by:** October 31<sup>st</sup>

**Reports to:** Executive Director

**FLSA Status:** Non-exempt

**Compensation:**

- Pay rate starting at \$20/hourly
- Accrued paid time off + paid holidays
- Health/Dental benefits (employer supplemented percentage) offered for employee
- Potential to pursue special projects and interest areas
- Opportunity to work and teach in a beautiful outdoor setting with a team that values personal and professional growth and a healthy work/life balance

**Hours/location:**

- 40hrs/week, 5 days per week.
- Occasional evening and weekend work associated with special events and programs. Planned work dates and times will be coordinated with the team and Executive Director in advance and are subject to change based on mutual agreement.
- Work from home is an option when possible. Must be able to work in person.

**SUMMARY**

50% Event Coordination

- Plan, coordinate, and organize large festivals and fundraising events
- Assist in Volunteer recruitment and implementation of outreach events

20% Marketing & Communications

- Manage social media, newsletter, blog, and website
- Create and follow marketing plan as marketing needs are determined

25% Development

- Secure event sponsorships and in-kind donations for events
- Plan and implement development events and appeals
- Routinely engage with community members and partner organizations

5% Intern Coordination

- Manage recruitment, scheduling, task assignments, hour approval, and community building within the outreach intern team

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Other duties may be assigned.

### Event Coordination

- Lead planning and coordination of inclusive events to increase public awareness and philanthropy and connect the public with our mission. Events may include:
  - Community Hydrangea Giveaway
  - Kids Fishing Festival
  - Seasonal Nature Fun Days (with Family Programs Manager)
  - Hooked on Nature Dinner Auction Fundraiser
  - Seasonal Guided Walks (with Family Programs Manager)
  - Chum Salmon Celebration
- Responsible for debriefing staff/committee members/Board of Directors after major events and updating event documents to be used in future years
- Perform post-event follow up such as sending acknowledgements, determining cost vs. income, reporting on attendance and volunteer hours, coordinate clean up, etc.
- Coordinate volunteers to staff outreach events in partnership with other staff

### Marketing & Communications

- Create and implement a Marketing plan with goals with guidance from Development plan and the Executive Director
- Manage social media, e-newsletter, blog, and printed media
- Regularly develop and distribute press releases
- Maintain and manage website, including creating new layouts and helping program coordinators to update their pages when needed
- Maintain and communicate Columbia Springs brand and identity
- Create necessary documents/graphics to help streamline and delegate marketing/communications efforts
- Increase site accessibility by expanding outreach to new groups and demographics, including removal of potential barriers to access
- Participate in the Equity Committee

### Development

- Secure event sponsorships and in-kind donations for events
- Run appeals including:
  - Annual Report
  - Giving Day

- End of Year Appeal
- Routinely engage with community members and partner organizations to bring greater awareness to our programs and secure new opportunities

#### Intern Management

- Recruit/onboard interns to assist with communications and outreach
- Update and develop new intern protocols as needed
- Facilitate community between intern team in the form of biweekly meetings
- Manage intern schedules, tasks, and recording of hours

Perform any other duties deemed necessary by the Executive Director

#### **QUALIFICATIONS/EDUCATION**

- Experience in events, marketing, environmental science, or a related field
- Experience planning and coordinating events for diverse audiences. Strong preference for applicants who have experience with large fundraising and/or outreach events.
- Experience working as a communications team member including managing social media, blogging, and newsletters
- Proficiency in WordPress or comparable content management platform
- Writing aptitude, strong proofreading, and editing skills
- Understand and interpret website analytics such as SEO and SMO
- Experience in fundraising
- Ability to work collaboratively on cross-functional teams with integrity and professionalism
- Excellent verbal and written communication skills
- Proficiency using the Microsoft Office suite of applications
- Preferred proficiency using the Adobe suite of applications
- Preferred proficiency with donor database software, event management software, and strong aptitude for technology overall
- Comfortable with extensive use of computer, keyboard, and mouse
- Must have a valid driver's license.
- Must enjoy the outdoors!

*Columbia Springs is committed to recruiting, hiring, developing, compensating, and promoting the best-qualified individuals for positions at all levels of the organization.*

*Columbia Springs is an equal opportunity employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability including sensory, mental or physical disability or the use of a trained guide dog or service animal, or other applicable legally protected characteristics. Applicants of color, immigrants, and other underserved persons are encouraged to apply.*