Position Announcement

Position: OUTREACH COORDINATOR
Reports to: Executive Director
Hours: Part-time (29 hours/week)
Salary: Commensurate with experience and education
Close Date: Until Filled

Organization: The River Raisin Watershed Council (RRWC) is a non-profit organization that partners with River Raisin Watershed residents, businesses, and local governments. The mission of the Council is to inspire behaviors that promote stewardship, improve water quality, and encourage public participation to protect, preserve and enhance the River Raisin Watershed.

General Description: The RRWC Outreach Coordinator will be responsible for promoting the mission of the RRWC, recruiting, training and educating volunteers, matching volunteers to work activities and events, and overseeing volunteer incentives and recognition. This position also includes outreach activities with schools, municipalities, civic groups, and other community groups to ensure that the River Raisin is a viable and lasting resource for generations to enjoy. The Outreach Coordinator would also be responsible for continued collaboration with RRWC partner organizations, including writing letters of support, writing grant reports, and working with planning committees for collaborative events.

Primary Duties:
- The Outreach Coordinator is responsible for creating quality year-round events and volunteer opportunities that promote the mission of the River Raisin Watershed Council.
- Publicize, organize and direct events that produce a base of individuals that through their efforts promote and engage volunteerism.
- Plan and coordinate volunteer opportunities throughout the year using quality communications, tools and resources including, but not limited to:
  - Presentations to community or student groups
  - Public Service Announcements
  - Fall and Spring Newsletters: Participate in production of a high quality, timely newsletter, including writing about the projects and the river system.
  - Press releases and news articles
  - Social media, web site and e-mail
- Manage Volunteer Database
- Initiate and build positive relationships and communications with community groups, churches, Advisory Board, court appointed community service workers, and individuals with the purpose of securing and increasing active volunteers. This may be done by, but not limited to:
  - Conducting on-site and presentations (virtual for the immediate future)
  - Recruiting and training volunteers
  - Developing rotational volunteer schedule
  - Maintaining a current knowledge of all core events, programs and services
  - Review, process and place volunteers in suitable assignments
  - Perform an orientation with each volunteer including review of job assignment and written job description policies and procedures for their assignment

It shall be the policy of the RRWC to provide equal membership, service and employment opportunities to all persons without regard to race, creed, color, sex, sexual orientation, gender, gender identity, sensory of physical handicap, age, height, weight, marital status, parental status, veteran status, organizational membership, national origin, ethnicity, citizenship or political or religious belief.
Plan and execute regular volunteer recognition for groups and individuals, including but not limited to annual event, awards, nominations for internal and external groups, and thank you notes and letters

Host or attend evening and weekend events

Watershed Council Functions:
- Assist and support the executive director with administration and operation of the RRWC
- Assist in developing and implementing any needed procedures to continually improve the effectiveness of the organization
- Participate in RRWC staff meetings, public meetings and other activities
- Support and facilitate fundraising efforts
- Assist with monthly meetings and be responsible for meeting preparation and taking minutes

Additional Duties:
- Facilitate the Adopt-a-stream program to people throughout the watershed, enable interested people of all backgrounds and ages to collect instream data and produce resulting scientific analysis of the river system
- Communicate information about the river system to a wide audience
- Publicize events and successes in various local print, and radio and social media
- Work with local educational institutions to produce engaging, comprehensive reports that are clear and visually interesting on each stream studied as time allows
- Promote dissemination of information about the local tributaries to each community, spanning the range from individual landowners to elected officials and planners
- Foster individual, business and local government stewardship of the Watershed
- Provide orientation about the river, its needs and our actions to the public
- Encourage and assist program participants to teach people in the community about their river
- Facilitate the formation of groups of river stewards in the watershed
- Connect people with opportunities for projects that will protect the river and match their interests

Desired Qualifications:
- The equivalent of a Bachelor’s in a related field
- Two years of experience working with volunteers, citizens or government officials
- Strong interpersonal skills and an interest in working with lots of people
- Strong public speaking skills
- Knowledge of and familiarity with river systems
- Skill at facilitating meetings that involve people with diverse views.
- Ability to manage volunteer teams of varied makeup
- Commitment to an organization that requires staff time to maintain the culture of both participatory decision-making and support for other staff members to achieve their best.
- Knowledge of grant writing in some capacity

Benefits:
- Medical optional – negotiable, retirement, paid leave, flexibility for work from home as duties allow.

Send or email resume and cover letters to:
Stephen R. May, Executive Director
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Adrian, MI 49221
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