



Outreach Coordinator

Job Description

The Utah Rivers Council is looking for an energetic individual with strong communication and organizing skills to help lead the organization's outreach to protect some of the West's most important aquatic ecosystems. The Utah Rivers Council is the statewide advocacy leader in water policy, water conservation and river protection. We are looking for a fun, independent person to join our hard working staff of advocates who enjoy our work and our amazing outdoor landscapes.

The Outreach Coordinator works to ensure our campaigns are successful by engaging our grassroots network in our campaigns, developing outreach materials, building relationships with the community and managing volunteers. The Outreach Coordinator will help lead our recruiting efforts to increase public involvement in our campaigns by developing relationships with new constituencies through online recruitment tools, direct written and verbal solicitations and by attending public events. The Coordinator will also help organize the URC's program events and participate in fundraising efforts, alongside other staff and volunteers.

The ideal candidate has a personable communication style, a serious work ethic, excellent writing skills and an understanding of environmental advocacy. We are looking for someone capable of working independently yet who functions well with a team of passionate people. Basic computer skills and an attention to detail is essential as is an understanding of environmental issues. Other skills desired includes a background in volunteer work, publication design, marketing and/or social media. Nonprofit experience is preferred but not required as is an understanding of water policy or natural resource policy or river ecology/management.

Compensation, benefits and leave

This is a full time, salaried position with compensation dependent upon experience. The URC strives to maintain a fun, informal work environment where progress and accomplishment are measured by real success and balance and time off are a regular part of work.

To apply send resume, cover letter, and a short writing sample to: Utah Rivers Council, 1055 East 2100 South, Suite 201, Salt Lake City, Utah 84106 or to zach@utahrivers.org No phone calls, please. The position will remain open until filled.

The Utah Rivers Council is seeking an outgoing, mature individual to help lead our grassroots communications and recruitment efforts around our large public advocacy campaigns. The Outreach Coordinator helps lead the organization's outreach efforts to protect Utah's rivers by educating and engaging the public and our grassroots networks in our campaigns. The Outreach Coordinator works to expand this network by developing targeted outreach materials, leading our social media campaigns and communications and managing volunteer partners in our outreach objectives. Before applying for the Outreach Coordinator position we recommend you review our website, utahrivers.org to learn more about our history and current priorities.

Primary Responsibilities & Skills Needed

CAMPAIGN ORGANIZING

The Outreach Coordinator will help recruit residents in targeted geographies to get involved in the URC's programs, events and activities. This engagement will include community meetings, phone calls, social media, and at community events. The URC runs a seasonal field trip series and the Outreach Coordinator also recruits stakeholders to join these trips. The Outreach Coordinator should be comfortable working with people from a variety of backgrounds to learn about sustainability. Public speaking skills are highly useful for this position although not required.

VOLUNTEER RECRUITMENT & MANAGEMENT

The Outreach Coordinator will recruit and manage volunteers in our programs and events by maintaining a large pool of volunteers that can help us in our operations. The Outreach Coordinator will establish a communication schedule with this volunteer network and pursue leads for community presentations, tabling opportunities and prospective partners. Other activities include presenting and commenting at public meetings, attending social and professional events and collaborating with other staff to identify fundraising opportunities. Travel around the state will be required periodically. The Outreach Coordinator will monitor progress of these objectives and track volunteer assignments and hours. These tasks require good people skills, self-confidence and an easy-going social demeanor.

COMMUNICATIONS

The Outreach Coordinator will help create, design and distribute URC communications including mass emails, one sheets, newsletter stories, and other publications. The Outreach Coordinator will help lead the URC's social media work and devise and distribute emails in concert with other staff. The Outreach Coordinator will create and implement a schedule of social media with clear objectives, track deadlines and key dates such as global events, holidays and news that may impact these activities. The ability to write clear and compelling copy with good grammar is important, as is the ability to edit your own written work.