



Position: Community Outreach Coordinator

Schedule: 32-40 hrs/wk (0.80-1.00 FTE), includes some evening & weekend time as needed to attend meetings and Council events.

Compensation: \$20/hr; Benefits include employee health/dental/vision plan paid for by JCWC; employer 3% match to company 401(k) retirement plan; 10 paid federal holidays; 18 paid vacation days; Although all positions are dependent on securing ongoing grants, this position has been fully funded for the past 3 years, and we are committed to continuing to fund it in the future.

Reports to: Volunteer Program Manager

### ***WHO WE ARE***

The Johnson Creek Watershed Council—JCWC—is a community of staff, board, and volunteers committed to restoring Johnson Creek and its watershed. As a community organization, we accomplish our restoration by working and developing relationships with a diverse community. We embrace the principles of equity and inclusion in our work. Our staff currently numbers 7, our Board 16, and (pre-pandemic) 3,000 volunteer signups per year. The Johnson Creek Watershed Council was founded in 1995.

The staff currently consists of an Executive Director, a Volunteer Program Manager, a Riparian Program Manager, a Restoration Project Manager, a Community Outreach Coordinator, a Finance & Operations Coordinator, and an Americorps member. The Community Outreach Coordinator will work with all staff, but most closely with the Volunteer Program Manager.

The Council's offices are located in the Woodstock neighborhood of Southeast Portland. The office is currently closed due to COVID, and staff work remotely or in the field. We supply laptops for all staff members. Office work policy will be reassessed when public health conditions improve.

The Johnson Creek Watershed has one of the most diverse populations in the state of Oregon. This presents an exciting opportunity to engage our community, and this is at the heart of the work of the Community Outreach Coordinator. To further our goals in this area, and to map out our Diversity, Equity, and Inclusion (DEI) work, the Council adopted an organizational Equity Action Plan in March, 2017. Our DEI work to date includes working with workforce development programs to provide natural resources job skills to underserved communities, hands-on learning for youth from these communities, a bilingual nature program designed to help English learners to be more comfortable in the watershed's natural areas and changing our organization to create a more inclusive culture.

We encourage people of color, women, LGBTQ people, religious minorities, immigrants, and differently-abled people to apply.

### ***OUR WATERSHED***

The Johnson Creek Watershed is located on the east side of the greater Portland metropolitan region and is one of the most racially and ethnically diverse watersheds in Oregon. JCWC is committed to learning from and extending the benefits of our work to marginalized communities in our watershed. The successful candidate for this position will help JCWC achieve this goal.

Johnson Creek originates in Clackamas County and flows westward 26 miles to its confluence with the Willamette River in the City of Milwaukie. It provides habitat for threatened coho and chinook salmon, steelhead, and two species of lamprey. The Johnson Creek Watershed encompasses about 54 square miles. The drainage basin includes several partner jurisdictions including Portland, Milwaukie, Happy Valley, Gresham, Multnomah and Clackamas Counties, the Clackamas Soil and Water Conservation District and the East Multnomah Soil and Water Conservation District.

### ***WHO YOU ARE***

You are a dynamic team player who has a demonstrated commitment to Diversity, Equity, and Inclusion, and are excited about applying your values to bring the benefits of our work to diverse communities in our watershed. You enjoy connecting people with nature, especially with helping them collect environmental data and hands-on environmental restoration in our Community Science program. You have a history of working with the public, coordinating events, programs, and communications including social media.

As the Community Outreach Coordinator, you will work in a team environment with a talented staff, interns, an active board and a diverse group of volunteers to protect and restore one of the most densely populated watersheds in the state of Oregon.

**We are interested in finding the best candidate for the job, even if that candidate does not have all the skills we list below. The successful candidate may be one who comes from one of a variety of backgrounds. If you are interested in applying, we encourage you to think broadly about your background and qualifications for this role, as a wide variety of life experiences may equip you with the skills needed for this position.**

## ***POSITION SUMMARY***

### **Job Duties & Program Areas**

1. **(30%) Community Science.** Coordinate the Council's [Community Science](#) program, working with the Restoration Project Manager and Volunteer Program Manager. Includes recruiting and training volunteers, leading workshops, coordinating with scientific advisors, tracking and presenting collected data.
2. **(30%) Volunteer restoration stewardship & community event planning (20-30/year).** **Riparian stewardship comprises the majority of these events.** Includes recruiting and training volunteers, planning events with partners, updating events on websites, managing sign-ups, and sending reminder emails to registered volunteers.
3. **(15%) Engaging diverse communities through facilitating bilingual nature events and events for other historically and continually marginalized communities .** Includes recruiting and training volunteers, planning events with partners, updating events on websites, managing sign-ups, and sending reminder emails to registered volunteers.
4. **(15%) Communications.** Manage our social media platforms, and monthly e-bulletin publication *The Johnson Creek Current* and adding content to our website.
5. **(10%) Administrative.** Report writing, attending meetings, responding to partner requests.

Other occasional duties will be assigned to support the breadth of our programs, working with other staff members, partners and volunteers.

## **Qualifications and Skills**

- Able to work well with people of diverse ages, races and backgrounds
- Demonstrated commitment to, training in and experience with racial equity, diversity and inclusion
- Experience working with groups of people, preferably volunteers, in a leadership capacity
- Knowledge of natural resources, especially as it pertains to the urban environment
- Excellent communication skills, including writing, speaking, and relationship building
- Experience designing and facilitating public involvement efforts
- Available to work occasional evenings and/or weekends in addition to workdays (total number of hours in a pay period to remain the same, and will average 32-40 hours/week)
- Proficient in Microsoft Office, Google Suite. Familiarity with database software
- Ability to lift a minimum of 40 pounds, to walk in and around streams and other project and monitoring sites, and to work at a desk for extended periods of time, with reasonable accommodation

## **Other Desirable Qualities**

- Working knowledge of website & email management platforms, digital fluency: ability to learn new applications quickly
- Working knowledge of an email marketing management platform (Vertical Response, Constant Contact, Mailchimp, etc.)
- Experience working with communities within the Johnson Creek watershed
- Ability to speak and write in Spanish, Russian, Vietnamese, Mandarin/Cantonese, or other languages spoken in the Johnson Creek Watershed. Willingness to use your language skills to reach out to other communities.
- Public speaking experience
- Bachelor's degree in communications, natural resource science, business or other relevant fields is desirable.

## **Experience**

Two years of experience in high volume event planning, community outreach or communications is preferred. A bachelor's degree may substitute for some of the experience.

**Travel and Safety Requirements:**

Travel by car, valid Oregon driver's license, the ability to be insured for vehicle usage is required. Willingness and ability to use reliable personal transportation related to work (mileage reimbursed) is preferred. Appropriate field and safety attire required as events dictate. JCWC owns a vehicle which is shared with other staff members but may not always be available. The Community Outreach Coordinator will be covered on the JCWC's vehicle insurance policy while driving the company vehicle.

**The Council is an equal opportunity employer.**

**To Apply**, please include a cover letter, resume, a writing sample of your outreach work, in a single file in PDF format. In your cover letter, please describe how your experience and skills will make you successful in this position, including:

1. Your demonstrated commitment to racial equity and inclusion work.
2. Your experience recruiting and managing people, preferably volunteers
3. Your experience with event planning or project management

Email application materials to Cathy Geiger, at [cathy@jwc.org](mailto:cathy@jwc.org). No phone calls, please.

Application Deadline: All materials must be received by 10 a.m., Pacific time, Monday, December 20, 2021.