



## Community Engagement Specialist

The Sandy River Watershed Council seeks a creative Community Engagement Specialist. This person will inspire community members towards basin-wide stewardship in the Sandy River and its tributaries. The Community Engagement Specialist develops and implements communications strategies via digital and in-person engagement.

This is a 32 hour per week position including health, vacation and retirement benefits.

Reports to: Community Stewardship Coordinator  
Salary: \$18-22 per hour depending on experience  
Target start date: February 18<sup>th</sup>, 2020

**Responsibilities** will include but are not limited to:

- Develop and improve outreach materials and strategies
- Manage the organization's social media accounts
- Create and curate engaging text, image and video content
- Train co-workers to use social media and other technology as needed
- Report on digital analytics for use in council meetings and grant reports
- Manage blog and assist with website management (Wordpress)
- Data management: including volunteer database (Little Green Light), mailing lists (Mailchimp), and media storage
- Coordinate and support in person, community events: tabling, tree plantings, invasive weed removal, trash clean-ups and more
- Support the diversity, equity, and inclusion committee
- Participate in partnership meetings, Council meetings, and staff meetings
- Administrative support as needed

### Desired Qualifications/Skills

- Experience in communications, marketing, public relations, or similar field
- Interest in/understanding of habitat restoration, and river health
- Ability to effectively work with partners in collaborative, regulated projects
- Proficiency in MS Office and ability/willingness to learn web based software
- A commitment to supporting diversity, equity, and inclusion goals
- Proven ability to effectively communicate both orally and in writing
- Exceptional organizational and coordination skills
- Flexible, creative, and self-motivated
- Willing and able to occasionally work outside in a variety of conditions
- Willing and able to spend most work time indoors behind a desk
- Willing and able to lift up to 50 lbs

### **Location/Work Conditions**

The position is based at the SRWC office within St. Aidan's Episcopal Church campus in Portland, OR. Flexible hours and some remote work is possible. The applicant must be available to work some evenings and weekends as needed. Generally, there are at least one evening and/or weekend date a month and up to 4 weekends a month in the busy seasons.

Project sites are distributed throughout the Sandy River basin from Timberline to Troutdale, primarily working on the lower Sandy tributaries, Beaver and Kelly Creeks. All season conditions may require physical labor in varying mountain weather and riparian areas.

Applicants must possess a valid driver's license and provide proof of personal vehicle insurance. Mileage to project sites from the Sandy office will be reimbursed at the current state rate for watershed related use.

### **Background**

The Sandy River Watershed Council (SRWC) is an independent nonprofit whose mission is to restore and protect the natural, cultural, and historical resources of the Sandy River basin. We engage landowners, volunteers, community members, and agencies in collaborative efforts to enhance the health and vitality of the Sandy and its tributaries through on the ground projects, education and stewardship. Additional information about the Council is available at [sandyriver.org](http://sandyriver.org).

The Sandy River Watershed Council is an equal opportunity employer and actively promotes diversity and inclusion in our employment, programs, partnerships, and organizational culture. The Council conducts all aspects of employment without regard to race, color, gender, religion, creed, national origin, marital status, handicap, age, sexual orientation, or other protected classes.

### **To Apply**

Please email the following to Melissa Cannell, [melissa@sandyriver.org](mailto:melissa@sandyriver.org)

- Cover letter - one page
- Resume - up to two pages
- References - up to three references

**Applications must be received by 11:59pm Monday, February 3<sup>rd</sup>, 2020**

Please consider addressing these questions in your cover letter in addition to anything else you may like us to know:

- Why do you want to represent the Sandy River Watershed? Do you have a personal connection to the Sandy River and its tributaries?
- What interests you about working with the local community?

Please write or call if you have questions about the position: Melissa Cannell  
[melissa@sandyriver.org](mailto:melissa@sandyriver.org) 971-220-5089