



JOB ANNOUNCEMENT

TITLE: Outreach Coordinator

SUPERVISOR: Director of Development & Communications

LOCATION: 700 NW Hill Street, Bend, OR 97701

SUMMARY OF POSITION

This is a full-time, 40 hour per week, exempt position that supports the organization's communication and fundraising efforts. These include, but are not limited to: oversight and updating of the Deschutes River Conservancy's (DRC) website at www.deschutesriver.org; development, distribution and tracking of the DRC's e-newsletter; logistical coordination and some content development for DRC's printed newsletter; coordination and implementation of social media efforts; assist with planning, logistical coordination, managing vendor relations and implementation of all DRC events.

SUPERVISORY RESPONSIBILITIES:

This position does not supervise any other paid staff.

DUTIES AND RESPONSIBILITIES:

Outreach & Communications

- Assist with planning, logistical coordination, managing vendor relations and implementation of all DRC events.
- Coordinate production and write some content for DRC's bi-annual print newsletter and Annual Report.
- Coordinate, write content and distribute DRC's monthly electronic newsletter.
- Update copy and maintain DRC's website with special emphasis on all DRC current news, programs, projects, funding and events.
- Ensure consistency in content and message between DRC print newsletter, website, e-newsletter and social media outlets. This would involve uploading content across all platforms.
- Maintain and update social media tools including Facebook, Twitter, YouTube and Flickr.
- Develop a set of tabling materials about DRC's mission, programs and projects using Adobe Creative Suite 3 Package: InDesign, Illustrator, and Photoshop.
- Ensure DRC materials are current, organized, readily available and accessible for use at all outreach events.

- Identify outreach (tabling) opportunities for the DRC, staff the table or booth, coordinate the set-up and take down of the DRC booth, and coordinate schedule with other DRC staff to assist as needed.
- Identify grant funding opportunities and write grants to support the DRC Outreach & Communications efforts.
- Work with DRC staff to schedule outreach presentations with local community organizations, business groups, and special interests groups.

Other

- Develop an annual work plan that includes clear goals, objectives and timelines that are consistent with DRC's mission, vision and strategic plan.
- Report quarterly progress to supervisor and participate in an annual performance review.
- Assist other DRC staff with general outreach and fundraising activities, as assigned by your supervisor.
- Assist Development Coordinator with administrative duties related to the organizational needs of DRC Board meetings such as organization and assembly of board packets and all logistics for DRC board meetings.
- Complete timekeeping, activity and financial reports and other reporting requirements necessary to comply with contracts, grants and other funding agreements as instructed by your supervisor.
- Communicate openly and constructively with all DRC staff, Board of Directors and volunteers to achieve program and organizational goals, enable efficient decision-making and maintain positive morale.
- Special projects, as assigned by your supervisor.

Qualifications

Successful candidates will have demonstrated experience, talent and accomplishments in the following areas:

- At least four years of experience in Outreach & Communications, preferably in a non-profit setting
- Strong writing and communication skills
- Planning and producing fundraising events, including auctions
- Website management and maintenance skills
- Working with graphic designers and printers for all creative and production needs associated with print and e-newsletters
- Proven ability to implement a social media platform
- Proven graphic design experience with Adobe C3 or C4 package: InDesign, Photoshop & Illustrator
- Strong organizational skills, self-starter, and proven ability to meet regular deadlines
- Networking talent, including the ability to identify leads, make contacts and directly solicit outreach opportunities

- Ability to work with diverse groups of stakeholders
- Ability to multitask, prioritize , problem solve and work well under pressure
- Education: Bachelor's Degree
- Passion for, commitment to and understanding of the DRC's mission

Experience and skills in the following areas will be to the candidate's advantage:

- Familiarity with Constant Contact
- Familiarity with agricultural and natural resource restoration issues
- Media contacts and outreach connections in the Central Oregon Community

Salary/Benefits

Salary commensurate with experience. Benefits package includes cafeteria-style health and retirement contributions.

Application Process

Please submit a cover letter, resume, and references by February 1, 2010 to:

Bea Armstrong
Director of Development & Communications
Deschutes River Conservancy
700 NW Hill Street
Bend, OR 97701

Phone (541) 382-4077 ext.23

bea@deschutesriver.org

Learn more about us at: www.deschutesriver.org

The DRC is an Equal Opportunity Employer.

About the Deschutes River Conservancy

The Deschutes River Conservancy (DRC), based in Bend, Oregon, is a 501(c) (3) non-profit organization founded in 1996 and supported in part through Congressional legislation. The mission of the DRC is to restore stream flows and improve water quality in the Deschutes Basin. The DRC brings together State, Federal, Tribal, and local government representatives, irrigation districts, individual irrigators and private stakeholders to work toward these goals.

The DRC achieves its mission through financing and implementation of on-the-ground projects and transactions using a market-driven approach to ecosystem restoration. The DRC facilitates the efforts of landowners, local governments, watershed councils, irrigation districts, soil and water conservation districts, and other interested citizens by:

1. providing technical assistance and funding for projects,

2. developing markets for environmental services and
3. developing institutional capacity to finance long-term restoration.

Collaboration and cooperation are essential components of all DRC enterprises and projects. The organization is governed by a 21 person board of directors and is managed by a full-time Executive Director with current staff that includes 12 full-time and 2 part-time employees.