



Position Description

Position Title: **Outreach Coordinator**

Reports to: Executive Director

Status: Exempt/Full time

Location: Clayton, New York

Organization Overview

Save The River, a member-based, nonprofit environmental organization, has been the “voice for the St. Lawrence River” in the U.S. and Canada since 1978. Save The River’s mission has always been to restore, preserve and protect the ecological integrity of the Upper St. Lawrence River through advocacy, education and research. In 2004, Save The River was designated the Upper St. Lawrence Riverkeeper and became a member of the international Waterkeeper Alliance with the goal of a swimmable, fishable, drinkable River.

As the leading grassroots advocacy organization working to protect the St. Lawrence River, Save The River takes an active role in River policy issues, engaging decision makers, community leaders, residents, visitors and volunteers to make positive change. Every year we work with school districts in the watershed to educate 1,000+ students in a place-based curriculum that stresses age appropriate aspects of stewardship.

Significant progress has been made in protecting the St. Lawrence River’s water quality and habitat, and in expanding the number of people and communities involved in that effort during the 46 years of Save The River’s existence. However, much remains to be done and we are looking to expand our team to take on the task.

Position Summary

The Outreach Coordinator works closely with the Executive Director on all aspects of internal and external communications with the Board, membership, supporters and the public. In addition the Outreach Coordinator assists the Program Coordinator with delivery of Save The River’s education and volunteer programs, and the Assistant Director with design and preparation of fundraising materials. The Outreach Coordinator reports directly to the Executive Director.

Duties and Responsibilities

- Preparing written and online communications from concept to publication, including website organization, developing content for Save The River’s website, social and print media, such as newsletters, press releases, brochures, fundraising appeals and fact sheets.
 - Coordinating with publication vendors when required.
 - Maintaining and utilizing Save The River’s annual media/publications calendar to coordinate staff input and ensure communication deadlines are met.
 - Participating in direct outreach, community education and public speaking.
 - Cultivating partnerships with other not-for-profits, community organizations and local governments to promote Save The River’s programs and enhance Save The River’s ability to fulfill its mission and the goals of its programs.
 - Coordinate and manage Save The River’s Shoal Marking program.
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Save The River envisions a healthy Upper St. Lawrence River that provides safe drinking water, is home to a thriving range of indigenous species and supports sustainable economic activity.

- Manage Trash Free River program working closely with Executive Director and staff.
 - Assisting the Program Coordinator and Education Coordinator in promoting and delivering education/volunteer programs.
 - Communicating regularly with the Executive Director about current and potential outreach activities.
 - Staffing events.
 - Other duties as assigned.
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Qualifications

- Bachelor's degree in communications, natural resources, environmental policy, or environmental education plus a minimum of two years experience in relevant field.
 - Excellent oral, writing and listening communications skills, effectively engage with the public and volunteers via phone or in person in a variety of settings.
 - Prior experience communicating scientific, technical and/or research findings and reports to a general audience a plus.
 - Strong organizational skills and a strong commitment to working as part of a team.
 - Capacity to manage a number of projects at once and deal effectively with the challenge of multitasking.
 - Ability to manage projects, partnerships and professional relationships
 - Ability to plan, organize and think strategically and independently.
 - Demonstrated skills with Adobe InDesign and Photoshop, photo-editing software and social media applications.
 - Proficiency with Microsoft Office suite, Google Office applications, and Apple hardware a plus.
 - Prior work experience with conservation or environmental not-for-profit.
 - Prior work or recreational experience either boating, kayaking/canoeing, and/or fishing.
 - Driver License, Passport and ability to travel to Canada.
 - Knowledge of the St. Lawrence River, and environmental policy and restoration techniques strongly preferred.
 - Ability to lift 40lbs
 - Commitment to Save The River's mission and values
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Work Environment

- Office environment with considerable outdoor river-related activities during the late spring, summer and early fall.
 - Some weekend work.
 - Ability and willingness to travel throughout the River region and occasionally beyond for meetings and conferences.
 - Opportunity for professional growth.
 - \$33,000 - \$35,000: Salary commensurate with experience, plus generous benefits.
 - Save The River is an equal opportunity employer.
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To Apply

Send resume, cover letter, and contact information for at least two (2) professional references to Caryn Clements, Save The River, 409 Riverside Drive, Clayton, New York 13624, or email the full application package to Caryn Clements at officemanager@savetheriver.org. In order to expedite the internal sorting and reviewing process, please have **"(Last, First)-Outreach Coordinator"** as the subject line of your email.

For more information about Save The River, visit www.savetheriver.org
