



Jackson Soil and Water Conservation District  
89 Alder Street, Central Point, OR 97502 • 541-423-6159 • [www.jswcd.org](http://www.jswcd.org)

## Outreach and Engagement Coordinator Position Announcement

**Open Date:** Monday, June 17, 2024

**Close Date:** Tuesday, July 16, 2024

**Pay Scale Range:** GS 07 – 09 (starting salary: \$49,025- \$59,966 depending on experience)

**Benefits:** 11 paid holidays, vacation and sick leave, employer-paid 3% and match up to 7% of 457b retirement plan, \$1,300/month taxable health insurance stipend, employee assistance program, optional health and dependent care flexible spending accounts, and professional development and training budget.

### How to Apply

Please submit the following by the application close date: 1) a current resume, 2) a cover letter, 3) a list of three professional references with contact information and their relationship to you, and 4) a work sample. In your cover letter please highlight your experience in relation to the qualifications and essential functions of this position as listed in the description below. The work sample can be an article, blog post, brochure, report or other marketing or outreach materials primarily developed and/or designed by you.

Submit application materials **in PDF format** by email to: [trevor.morris@jswcd.org](mailto:trevor.morris@jswcd.org) with the subject line "Outreach and Engagement Coordinator." Qualified applicants will be notified if they are selected for an interview after the application deadline. Interviews will be conducted the week of July 29<sup>th</sup>.

We encourage applicants to apply for open positions even if they don't meet every single qualification listed. If you are unsure whether you meet the qualifications of an open position, please feel free to contact us to discuss your application. Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background.

Jackson Soil and Water Conservation District is an equal opportunity employer, providing services to the public without regard to race, ethnicity, national origin, religion, age, disability, political beliefs, sexual orientation, and familial or marital status. Qualified veterans may be eligible for veterans' preference when applying for JSWCD positions. If you are a veteran and would like to be considered for veterans' preference for this position, please indicate this and provide your DD-214 with your application submission.

## Position Description

This is a full-time, at will position serving the citizens of Jackson County as a staff member of the Jackson Soil and Water Conservation District. This position is a source of outreach and engagement for the public on natural resource issues. This position coordinates with District staff and partnering agencies and organizations to communicate, promote and implement outreach information, events, and meetings for the ecological and economic benefit of individuals and the community. It has no regulatory authority.

### Essential Functions/Major Duties

- In consultation with District staff, designs, edits, and produces all District communications materials, including the annual report, quarterly newsletters, and other outreach and education materials such as brochures, signage, and promotional items.
- Coordinates the District's outreach efforts related to workshops, classes, tours, and events, including promotional materials, media outreach, registrations, displays, and other related tasks.
- Communicates science-based natural resource conservation information and practices to diverse audiences.
- Develops and manages District special events such as periodic tours and celebrations, community meetings, and other periodic events and workshops.
- Manages an outreach events calendar to ensure District staff coverage and preparation for priority events such as tabling at community events and giving presentations.
- Manages the Community Conservation & Education grant program including outreach, communicating with potential grant recipients, and coordinating a grant review committee.
- Coordinates the annual Southern Oregon Regional Envirothon competition for high school students, including convening a local planning committee, recruiting, and organizing volunteers and teams, and coordinating with state Envirothon staff.
- Meets regularly with District staff to develop and coordinate specific communication and outreach strategies for their program areas.
- Corresponds with various media to emphasize and promote the positive impacts the District has accomplished in Jackson County.
- Manages the District's website and social media accounts including coordinating a social media calendar, developing content to promote District projects and events, and supporting partner outreach.

### Secondary Functions

- Maintains peer relationships with other agencies and organizations to strengthen partnerships and implement the District's communication and outreach needs.
- Assists with tracking financial resources and expenditures related to funding of education and outreach projects.
- Maintain JSWCD files, time, and attendance records according to JSWCD policy and protocols.
- Serves on District committees and workgroups, and regional and statewide committees, to further the mission of the District.
- Other duties as assigned.

## **Supervision**

The Outreach and Engagement Coordinator is under the supervision of the Executive Director. This position requires independent initiative with limited supervision. The person in this position may provide training, daily work assignments, and supervision for interns and volunteers, and may occasionally be asked to assist with managing the work of outside contractors. This position does not supervise any full-time JSWCD employees.

## **Specific Job Skills**

- Communication, marketing, or journalism skills and ability to write and speak about conservation of natural resources to a wide variety of audiences and cultures.
- Excellent verbal communication skills including public speaking, training or workshops facilitation, and giving presentations on behalf of the District.
- Strong time management, organization, and project planning skills.
- Knowledge of Microsoft products and publication and marketing design software.
- Ability to coordinate events, conduct outreach campaigns, and communicate the work of the District to various audiences.
- Ability to manage multiple projects simultaneously, contribute to and adhere to project timelines, budgets, and meet deadlines.

## **Minimum Qualifications**

- A bachelor's degree with major course work in communication, marketing and publicity, community engagement, or related discipline and two years' professional experience coordinating or administering outreach and engagement programs. OR: any combination of experience or education equivalent to four to five years of experience that typically supports the knowledge and skill requirements listed for the functions listed above.
- Demonstrated knowledge of land conservation and watershed dynamics, water quality issues, native and invasive vegetation, ecology, erosion prevention, and other conservation issues.
- Well-developed and adaptive writing skills for preparing both high-level technical and funding documents, as well as information to be digested by the public.
- Strong commitment to diversity, equity and inclusion.
- Experience developing and managing social media content and managing websites.
- Demonstrated ability to be an effective member of a team.

## **Preferred Qualifications**

- Knowledge of SWCD's, city, county, and state and federal agencies and organizations pertaining to management of Oregon's natural resources.
- Advanced technical and design skills for communication, including videography, familiarity with Microsoft Access or other similar databases, and experience with Adobe creative cloud products including In Design and Illustrator.
- Experience in media relations including writing press releases, conducting interviews, and developing and implementing earned media campaigns.
- Spanish-language proficiency.

### **Job Conditions and Interpersonal Contacts**

To perform the duties of this position, this employee must serve as incidental motor vehicle operator and maintain a valid Oregon driver license and clean driving record. The duties of this position are primarily office and computer based, which may involve prolonged sitting or standing. This position involves periodic travel to early morning, daytime and evening meetings, field tours, conferences, workshops, training sessions, and landowner properties throughout the county and state as well as outside of the state as needed. This position may require occasional physical effort or manual labor such as lifting, carrying (up to 50 pounds), or constant movement on steep or uneven terrain, sometimes in inclement weather.

This position is based out of Central Point, Oregon with occasional travel to project sites across Jackson County, OR. A hybrid telecommute work schedule may be arranged following a two-month onboarding and orientation period. Occasional weekend work may be required to accommodate volunteer groups and District events.

### **Interpersonal Contacts and Non-Discrimination**

The employee must be able to work in a team/collaborative environment. It is essential that this position maintains effective working relationships with the District staff and partners for effective communication and implementation of natural resource projects and educational events. Communication is in person and via electronic methods and may include presentations to the public.

This position will perform in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

Jackson Soil and Water District does not discriminate on the basis of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity. The District is an equal opportunity employer.