



## Community Engagement Coordinator

### **ORGANIZATION DESCRIPTION:**

Coosa Riverkeeper is a 501(c)(3) non-profit organization located in the Coosa River watershed with an office in Mt Laurel, Ala. We work to protect, restore, and promote the Coosa River and its tributaries in Alabama. Working in over 5,000 square miles of Alabama with 220 miles of the Coosa River, our three programs work to improve water quality and protect public health. We do this by patrolling the waters, educating the public, and advocating for the river and its users.

### **JOB DESCRIPTION:**

The Community Engagement Coordinator (CEC) is responsible for assisting in forging new and maintaining existing relationships with communities across the Coosa Valley, including CRK members, volunteers, students and teachers, small businesses, and other organizations. The CEC will report to the Director of Community Engagement.

### **ESSENTIAL JOB FUNCTIONS:**

#### Program Operations & Outreach

- Assist in planning and execution of all educational events (K-12 + college), including CREEK programming, in school programming and after school programming, free fishing clinics, and any other opportunities that may arise.
- Assist in volunteer recruitment, engagement, and retention through planning community clean ups, projects, and other forms of outreach.
- Assist in volunteer clean up map maintenance and logistics.

- Creating community outreach plans that engage the community in programs designed to meet specific needs in their community, documenting what has been tried in various Coosa River communities and what has or has not worked.
- Develop How-Tos for education or outreach related activities

### Resource Development

- MEMBERSHIP
  - Assist in engaging membership and community members through content creation (blogs, newsletters, videos, etc.)
- GRANTS
  - Support the Director of Community Engagement and Program Director by assisting in writing grants to support existing and/or expanding programs.
- EVENTS
  - Oversee the organizing, sponsorship, and promotion of the variety of events hosted by the organization, including collaborative events with other organizations including AirWave, career fairs, and the Watering Hole Series.
  - Identify and solicit sponsorship opportunities for events that support Coosa Riverkeeper's programs.
  - Organize and run weekend tabling events across the watershed. If a weekend is worked, the CEC will have the following Monday off in exchange.

### Outreach

- Social Media
  - Assist in creating social media content to represent the organization for major holidays, events, merchandise, and programs
  - Create program related infographics, blogs, and visual content to explain the work conducted by Coosa Riverkeeper, especially that involving education events
  - Document educational events, partner events, and other outreach activities
- Help work weekend partner or tabling events across the Coosa Watershed such as the Kymulga Grits Festival, Columbiana Cowboy Festival, and more!

### General Organization Assistance

- Assist staff in managing office space by identifying general supply and facility needs
  - Assist in taking Coosa Riverkeeper inventory (physical and online shop) when needed
- Coosa Riverkeeper Job Description, effective 4/10/23

- Support all development related printed or digital mailings such as special appeals and end of the year appeals
- Respond to any public questions via phone, social media, website, etc.
- Recruit, manage, and engage volunteers as needed for events, field work, and outreach efforts

**KEY CHARACTERISTICS:** being a part of the Coosa Riverkeeper team means being a good listener and collaborator, one who can work in diverse settings and with diverse populations. A successful team member:

- is coachable, including taking and receiving actionable feedback
- is very organized and has the ability to multi-task on projects
- is a self-starter who produces high quality work
- has great attention to detail
- has a strong work ethic to ensure tasks are completed efficiently and accurately
- is a critical thinker with the ability to meet short-term and long-term goals
- shares our sense of urgency in improving water quality and protecting public health
- believes that everyone has a right to clean water

## **BENEFITS**

Being a part of the Coosa Riverkeeper team gives you some great opportunities to grow as an individual and in your career as you protect the Coosa. Our benefits and perks include:

- generous vacation and leave policy, flex-time as compensation for occasionally working nights & weekends
- opportunities to participate in local and regional conferences
- relaxed, dog-friendly office environment
- staff retreats and outings on the river
- ability to sleep well at night knowing you're doing good work
- pro deals on 100s of outdoor brands like Patagonia, Mountain Khakis, etc.
- professional development to support your career goals

**COMPENSATION:** This is an Americorps VISTA position through UAB. VISTAs commit to a year of service, working 35-40 hours a week. UAB VISTAS receive a monthly living allowance of ~\$900 after taxes, healthcare benefits, non-competitive eligibility for federal jobs, a choice of an education award or an end of year stipend and more.

## **KEY PRINCIPLES OF VISTA:**

1. **Ending poverty:** All VISTA activities must lead back to addressing the root causes of poverty for specifically defined communities of low-income and vulnerable individuals.
2. **Empowering communities:** When applying for AmeriCorps VISTA resources, project sponsors must describe how they will engage residents of the low-income community in planning, implementing, and sustaining the project.
3. **Building capacity:** Capacity building activities expand the scale, reach, efficiency, or effectiveness of programs and organizations.
4. **Creating sustainable solutions:** VISTA is a temporary resource and all VISTA outcomes are designed to continue long after the last AmeriCorps VISTA member has finished their term of service. VISTAs develop systems, relationships, and knowledge which they transfer to the organization and the community to sustain over the long-term.

*All Coosa Riverkeeper employees and interns are expected to follow general employee policies and procedures found in the employee handbook. In addition to the position responsibilities stated above, these include maintaining a healthy and productive workplace in the office, lab and field, as well as contributing to the overall maintenance and wellbeing of the workspace.*