

### **Job Announcement: Outreach Coordinator**

The Corvallis Environmental Center (CEC) is a community-based, educational non-profit that has prioritized partnerships to implement programs to address community needs since 1994. CEC's mission is to create a healthy, sustainable community. We do this by offering environmental education for pre-K through 8th graders, Farm to School programs, youth leadership development, teacher training, and food security programs. We work in Corvallis, Oregon and surrounding rural communities. CEC's programs include after school programs, summer camps, a nature-based preschool in Avery Park, classroom education in partnership with the Corvallis and Philomath School Districts, family programs and events, and a 1-acre demonstration and education garden in Starker Arts Park, known as SAGE.

**Position Description:** The Corvallis Environmental Center is seeking an Outreach Coordinator to join our team. The Coordinator is responsible for communicating the mission and impact of our organization through connecting community members to our programs, events, initiatives and other activities. The position coordinates CEC events, marketing, business sponsorships, and general communication efforts. The Coordinator interacts with CEC staff and board, interns, volunteers, funders, community organizations, vendors, and the public. A successful candidate will be passionate about CEC's mission, enjoy putting together events, enjoy getting out into the community to promote CEC, is organized, collaborative, creative, a self-starter, and have a flexible and adaptive approach. Occasional work on evenings and weekends is required.

**Reports to:** Executive Director

**Location:** Based in Corvallis, Oregon

**Position Category:** Full-time regular 30-40 hours per week, non-exempt

**Salary and Benefits:** Pay rate \$17 - \$19 per hour DOE; benefits include health and dental insurance.

### **RESPONSIBILITIES**

- Develop and maintain annual communications and outreach plan
- Coordinate annual events such as summer concerts, a fundraiser dinner, and Wild & Scenic Film Festival
- Develop and maintain relationships with current and potential business sponsors
- Manage CEC's website
- Coordinate social media presence
- Take and organize photos for promotional and educational content; manage permissions
- Work with program staff to develop outreach materials, flyers, brochures, etc.
- Promote upcoming programs, events, workshops, internships, fundraising opportunities, and initiatives via list-serves, emails, posterings, etc.
- Submit press releases for events and programs
- Submit program events to community calendars and websites



- Create and send monthly e-newsletter
- Coordinate and staff tabling events (e.g: Farmer's market, OSU non-profit internship fair, sustainability fair etc.)
- Update database to ensure current contact with CEC sponsors, and constituents
- Promote CEC volunteer and internship opportunities
- Recruit, train, and oversee outreach and communications interns and volunteers
- Participate in creating a positive, inclusive work environment
- Other duties as assigned

#### **QUALIFICATIONS**

- Proven written and visual communication skills
- Proven skills in building and retaining sponsorship relationships
- Experience using website platforms
- Experience in using social media for promotion and educational content
- Experience planning and implementing high quality community events
- Excellent interpersonal skills
- Ability to work independently as well as part of a collaborative team
- Enjoys working with people with diverse life experience
- Self-directed and able to take initiative

This job is performed in a shared office setting at a desk as well as at various community locations. It requires being able to set up tables, carry boxes with various components for events (up to 40 lbs), and climb ladders. Off-site meetings or events may occur during the day, in the evening, or on weekends.

#### **To Apply**

Please send your resume and cover letter to: [diane@corvallisenvironmentalcenter.org](mailto:diane@corvallisenvironmentalcenter.org). The position is open until filled. Resume review will begin July 29th.