
Environmental Education

Watershed Stewardship

Conservation Programs

Job Title: Outreach Coordinator

Part-Time Salaried Position

Based at Perkiomen Watershed Conservancy, Schwenksville, PA

Position reports directly to Executive Director

Essential Duties:

- Marketing and Outreach (20%)
 - Assist with email marketing and outreach (Constant Contact)
 - Engage in social media outreach (Facebook, Instagram and LinkedIn)
 - Develop outreach materials (Adobe Illustrator or Microsoft Publisher)
 - Coordinate community event participation
- Development (20%)
 - Enter donor and membership data into donor management database (Donor Perfect)
 - Process donations, send tax receipts and work with E.D. to send thank you letters
 - Maintain a seat on the Development Committee
- Membership (20%)
 - Process memberships, send out renewal letters, reminders and send tax receipts
 - Assist E.D. with membership outreach
- Volunteer Program (20%)
 - Assist with volunteer management and recruitment
 - Maintain a seat on the Volunteer Committee
- Event Support (20%)
 - Assist with planning and execution of programs and events
 - Maintain a seat on the Events Committee
- Assist with projects and events as assigned by Executive Director.

Required Qualifications:

- Bachelor's degree in communications, marketing, business or related field or equivalent experience.
- Obtain all necessary child clearances prior to employment.
- Have a clean driving history and reliable transportation.
- Possess a working knowledge of Microsoft Office, donor management software such as Donor Perfect, social media applications, outreach software such as Constant Contact, and Adobe Products such as Illustrator
- Must be able to work effectively both independently on projects and cooperatively with a team.

Compensation:

- Salaried position requiring 25 hours per week.
- Compensation will amount to \$20,000 annually.
- Position will require some evening and weekend work.
- This position does not come with any health or retirement benefits.

To apply, please send cover letter and resume to Ryan Beltz at rbeltz@perkiomenwatershed.org.