

February 25, 2021

Community Engagement Coordinator

The St. Croix River Association (SCRA) seeks a Community Engagement Coordinator to bring people of all ages, abilities, and identities to the river through engaging educational programs, exploration activities on land and water, internships, and volunteer stewardship opportunities. This position will ideally be filled by someone who can build a sense of community around the St. Croix National Scenic Riverway and help inspire community action to protect its rare ecological integrity. Someone with experience in building new, inclusive, and creative initiatives from start-to-finish and is results-oriented will thrive in this fun and collaborative atmosphere.

Position Summary

The Community Engagement Coordinator will develop and employ strategies that engage and cultivate lasting relationships with diverse audiences through education and outreach initiatives. This person will guide the Rivers Are Alive K-12 and SCRA Outside programs, and create a more structured and robust volunteer program. The Community Engagement Coordinator will supervise staff and volunteers implementing our education and outreach programs, and collaborate closely with other SCRA and Riverway staff.

Core Functions

Specific responsibilities of this position will be to:

- Advance SCRA's River Connections program's long-range outreach strategy, shepherd emergent outreach programs and opportunities, and develop and implement an annual outreach plan.
- Oversee and lead outreach projects, activities and events, including coordinating the development of project and event goals, outcomes, timelines, budgets, and assembling a project/event team, as well as evaluation and reporting.
- Manage and expand SCRA's volunteer program in collaboration with the National Park Service, which includes the recruitment, training, scheduling, and coordination of volunteers and interns.
- Create and maintain a calendar of SCRA's outreach events and activities.
- Manage projects including grant writing and reporting, tracking participant demographics, and volunteer contributions.
- Expand and develop partnerships with Riverway community groups and businesses working with SCRA's development team to grow corporate support and an expanded volunteer base.
- Explore earned income opportunities, such as on-river team building with corporations and new events that meet the mission of SCRA and provide revenue.

Qualifications:

- Bachelor's degree or higher in relevant field (conservation, natural resources, environmental education, environmental studies, parks and recreation, etc.).
- A minimum of two years of experience developing and leading outreach programs, managing activities and events, with experience managing volunteers.
- Proficient in Microsoft Office and Google software.

- Highly organized and able to self-manage time and assignments while managing multiple tasks and deadlines, and team oriented with the ability to work inclusively.
- Must be self-motivated, dependable, and able to work independently and efficiently with a minimum of supervision.
- Able to deal effectively and personably with diverse backgrounds, community leaders, and volunteers.
- Must have a car and valid driver's license, canoe or kayak experience, and be able to work some evenings and weekends.

Please send a cover letter and resume to [monicaz\(at\)scramail.com](mailto:monicaz@scramail.com). This is a full-time position with a salary range of \$45,000-50,000 annually, depending on experience, with full benefits. The office is based in the picturesque river town, St. Croix Falls, Wisconsin, with some work-from-home flexibility. This is a fast-paced work environment that provides the opportunity to associate with passionate staff, board members, and advocates committed to protecting the St. Croix and Namekagon rivers while taking a growing organization to the next level. Application deadline is March 30, 2021 or open until the position is filled. Occasional night and weekend work is required.

The St. Croix River Association is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.