

May 16, 2024

Community Engagement and Outreach Specialist – JOB POSTING

Eastern Connecticut Conservation District, Inc. (ECCD) is seeking an engaging and dynamic professional to build upon and strengthen ECCD's engagement and outreach to the community within ECCD's service area. Serving 36 municipalities in eastern Connecticut, ECCD is at the forefront of protecting natural resources in eastern Connecticut, particularly the region's water resources.

The successful candidate will be passionate about the environment and protecting natural resources, as well as interacting with people of diverse backgrounds. The successful candidate will have the enthusiasm and skills necessary to engage the public through social media, at meetings and workshops and special events. They will have an engaging personality and the ability to communicate effectively with all people.

This is a part-time, 25-hour per week position with a variable schedule that will regularly include a mix of early morning, evening and weekend work. As a representative of ECCD, this position requires working throughout eastern CT. Salary is commensurate with experience; benefits include paid vacation and sick time, as well as the opportunity to establish an Individual Retirement Account to which ECCD will contribute.

The successful candidate will have a proven record of accomplishment and experience engaging the public and will have a positive attitude and approach to promoting ECCD's mission. For more information about ECCD visit our website (www.conservect.org/eastern). They will be an adaptable problem-solver who is able to work independently as well as part of a team. The successful candidate will have strong interpersonal skills and excellent communication skills. They will be detail-oriented, accurate and discreet in dealing with confidential information. They will have the demonstrated ability to plan and manage multiple projects at the same time.

Specific Duties of the Community Engagement and Outreach Specialist:

1. Work under the direction of the ECCD Board of Directors and the District Director/Executive Director, providing timely and professional responses to requests and instructions.
2. Provide technical assistance to the ECCD Board of Directors and staff to maintain ECCD's website (WordPress) and social media accounts (e.g. Hootsuite, Facebook, Instagram, Twitter/X, YouTube) Increase ECCD's online presence through regular engagement with the public using social media.
3. Develop outreach materials such as flyers and posters. Develop a quarterly digital newsletter and distribute it through MailChimp. Increase ECCD's MailChimp distribution list.
4. Coordinate with the ECCD Board of Directors and staff to plan and attend community events to promote the District's work and support the District's efforts to increase its involvement in distressed and Environmental Justice communities.

5. Assist the Executive Director and Board of Directors in researching grant opportunities related to environmental education; prepare and submit grant proposals, and implement grant projects, as directed.
6. Develop relationships with environmental clubs/programs at colleges and universities in eastern Connecticut to engage students in District initiatives.
7. Prepare and maintain a monthly community engagement calendar and provide an activity status report for the Executive Director.
8. Maintain strong working relationships with watershed committees, Natural Resources Conservation Service, Farm Service Agency, Connecticut Department of Energy & Environmental Protection, and other organizations and agencies that interact with ECCD, through cooperation and collaboration.
9. Attend and actively participate in a wide variety of meetings as directed, establishing and maintaining productive relationships with various groups and individuals.
10. Speak before groups when acting as an instructor at a workshop, or as the District's representative.
11. Coordinate and execute ECCD's annual funding appeal. Coordinate and execute ECCD's annual municipal fee request. Seek and obtain funding from new sources as directed.
12. With assistance from other ECCD staff, organize ECCD's Annual Meeting and Annual Picnic.
13. Be available to work evenings and weekends as reasonably required by the position and directed by the District Executive Director or the Board of Directors.
14. Conduct other duties as assigned by the executive director or the board of directors.
15. Fluency in Spanish or other languages is desirable.

To apply:

Please provide a cover letter, resume, three references and your salary requirements by email to Dan.Mullins@comcast.net by June 7, 2024. If you have any questions, please email Dan.Mullins@comcast.net. No phone calls please.

The staff and Board of Directors of Eastern Connecticut Conservation are committed to protecting and preserving our natural resources, securing clean water for all

Eastern Connecticut Conservation District, Inc. is an equal-opportunity employer and does not discriminate based on age, ancestry, color, creed, disability, gender, gender-related identity, marital status, national origin, race, religion, sexual orientation, veteran, or any other status protected under local, state, or federal law.