



Community Outreach Associate

Are you passionate about environmental education and the intersection between environmental stewardship and community development? Do you want to be a part of a dynamic staff and board that make stewardship a reality in the Upper Arkansas Valley? Is your career goal to work in the environmental non-profit or public lands arena? If yes, then GARNA has a position for you.

The Greater Arkansas River Nature Association is a 501 (c)(3) non-profit organization founded in 1996, whose mission is to foster stewardship of the resources of the greater Arkansas River region through education, volunteerism and experiences. Our office is located in downtown Salida, but our geographic working region extends along the Upper Arkansas Watershed from Western Fremont County to Lake County. GARNA has a staff of three, a 13-person working board, over 60 dedicated volunteers and more than 350 members. You can read more about us at GARNA.org.

Summary of the position:

This salaried position is primarily responsible for GARNA communications and outreach, with associated administrative duties, as needed. The position is 30 hours/week through the end of 2018, with potential for position growth based on mutual needs thereafter.

The Community Outreach Associate is a self-starter who, with supervision from the Executive Director, coordinates and carries out all marketing, communications, customer service and administrative functions for GARNA. Other responsibilities include grant support, event coordination, fundraising support, database management, volunteer management, sales outlet coordination and program assistance including youth program. Familiarity with project management tools and Salesforce CRM is a plus.

Reports to Whom:

Executive Director

Application Deadline:

May 9, 2018

Duties and Responsibilities:

- Provide public relations in the form of website management, PSA's and social media for programs, events, fundraisers and membership.
- Assist with events and event management for adult public programs and youth environmental education programs.
- Manage volunteer engagement including project boards and committees.
- Provide customer service to members, program registrants and volunteers.
- \Manage database entries, volunteer and membership tracking, and program registrations.
- Provide and track member communications.
- Assist with grant proposal processes and grant tracking
- Salesforce database management as needed.
- Manage inventory and logistics for GARNA sales outlets.

Minimum Requirements:

- BA or BS in Environmental Studies, Marketing/Communications, Non-Profit Management, Business Administration, or related field.
- Experience using technology such as Microsoft Office Suite, WordPress, social media applications and Constituent Relationship Management (CRM) systems.
- Comfortable working outside in a variety of weather and terrain conditions and environments.
- Must possess a reliable vehicle and have a clean driving record.
- Background check required.

Desired Qualifications:

- 1-2 years of marketing or communications background. Strong communication skills, both oral and written.
- Website management experience, WordPress preferred.
- Experience with CRM/database management, Salesforce strongly preferred.
- Grant writing experience is a plus.

Additional Requirements:

- Passionate about environmental stewardship.
- Comfortable with people of all ages.
- Strong attention to detail and accuracy in record keeping, excellent task follow-through.
- Excellent organizational and time management skills with the ability to manage multiple priorities and deadlines.
- Excellent people skills including the ability to easily build rapport with others and be a team player.
- Self-starter who is flexible, while exhibiting leadership potential.
- Highest level of integrity, business ethics and confidentiality.

Expected Work Week:

Availability to work somewhat flexible hours including occasional evenings and weekends, averaging 30 hours/week.

Work Location:

This position requires that hours worked be in the office during normal business hours and in the field when needed.

Compensation:

DOE

Benefits to the successful applicant:

- Paid vacation and sick leave.
- Help make a difference with others who are passionate about environmental stewardship.
- Enhance familiarity with conservation issues, projects and activities in the Upper Arkansas Valley and expand network of natural resource organizations.

Application Instructions:

To apply, send cover letter, resume with three references, and a recent writing sample by email to: dominique@garna.org. Applications are due by COB on May 9, 2018.

The Greater Arkansas River Nature Association is an equal opportunity employer and is committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities.