

Job title: **Community Outreach Specialist**
Organization: **Oswego Lake Watershed Council**



The Oswego Lake Watershed Council (OLWC) is a locally organized, non-profit, non-regulatory watershed stewardship organization established to improve the condition and health of the Oswego Lake watershed, headwaters and the associated stream network. The mission of the Oswego Lake Watershed Council is to foster education, participation and financial support for the purpose of the conservation, enhancement and maintenance of the integrated ecological system that supports a healthy watershed.

The Council is dedicated to community outreach about watershed function, the benefits of a healthy urban forest, and stormwater management. This position will coordinate community outreach efforts of the Council, with a focus on upland forest enhancement and climate action. Partnership building and community engagement are core job responsibilities. Day to day work might include meeting with neighborhood association liaisons, crafting social media posts and emails to promote an upcoming event, and training teachers on the use of our tree monitoring program.

Position Summary

This is a half time position with the opportunity to grow the position to more hours in the future.

Trees on Campus Program

- Work with the Watershed Coordinator to develop the Trees on Campus Program
- Coordinate with teachers to develop tree assessment, mapping, and planting plans
- Support student efforts to plant and maintain natural resources on school campuses

Community Outreach

- Create and distribute outreach materials, attend partner events and community events
- Work with volunteer committees to plan, publicize, and host events (State of the Watershed, Tree Summit, etc.)
- Coordinate 6 newsletters per year
- Support volunteer event coordination for select sites
- Work with the Watershed Coordinator to coordinate social media outreach

Urban Forest Committee Coordination

- Creation of city-wide Urban Forest Committee
- Coordinate Neighborhood Associations Urban Forest Committees
- Coordinate LOTree survey program with community members

Education and Outreach Committee Coordination

- Work with the Education and Outreach committee to coordinate volunteer support for outreach and education programs

Additional Responsibilities:

- Record Keeping and Reporting – Maintain financial records and records of accomplishments for each project. Write reports required by grant obligations.
- Grant Writing – Work with the board of directors and Watershed Coordinator to write grants to support Council outreach and education activities.
- Volunteers - Support the Watershed Coordinator with volunteer recruitment and recognition related to Education and Outreach and associated board activities.
- Use mapping programs and databases to share LOTree survey results (ArcGIS, iTree)
- General Organizational Support – Communicate activities to the board in a timely manner.

Attend monthly OLWC board meetings. Create content for OLWC website. Assist with other duties as assigned.

Position Requirements

Willingness to learn about and discuss racial equity and social justice issues
Interest in sharing traditional ecological knowledge perspectives
Availability for evening and weekend work as needed
Background (education or specific experience) in ecology, environmental science, or similar field.
Self-motivated with high standards
Good written and verbal communicator
Experience with managing multiple projects and tasks; ability to prioritize and meet deadlines
Experience building consensus within groups of people with differing goals and perspectives
Computer proficiency: Microsoft Office Suite, Google Drive, file organization

Preferred Qualifications

Knowledge and understanding of ecological systems
Professional experience with social media and graphic design
Digital mapping experience with iTree, ArcGIS, or similar software
Willingness to grow and evolve with the organization
Database management experience
Experience working with community groups in a paid or volunteer capacity
Proficiency in a language other than English

Transportation

Oswego Lake Watershed Council does not have a vehicle. Staff are expected to arrange their own transportation for meetings, events, and other responsibilities. The use of a personal vehicle and/or public transportation for work travel will be reimbursed.

Hiring Practices

OLWC does not discriminate against any person or group on the basis of age, color, disability, gender, pregnancy, national origin, race, religion, sexual orientation, veteran status or genetic information. OLWC provides reasonable accommodations to applicants and employees. Applicants with disabilities may request a reasonable accommodation at any point in the employment process

Compensation: \$18.00 per hour for an average of 20 hours per week. The work schedule is flexible but will require weekend and evening work to coordinate community meetings and events. Paid Time Off benefits and technology stipend included.

Application deadline: Position is open until filled, and applications will be reviewed on a rolling basis.

To apply please send Resume and Cover Letter to Stephanie Wagner at stephanie@oswegowatershed.org. Please contact Stephanie if you have any questions about the position.