



John Bunker Sands Wetland Center
Community Outreach Specialist Job Description

Title: *Community Outreach Specialist*

Reports to: John Bunker Sands Wetland Center Executive Director

Job Summary:

The Community Outreach Specialist ensures JBSWC is well represented at regional outreach events and at the center to visitors, assists the Operations Manager (OM) with membership development and retention plans, and clearly communicates JBSWC efforts with members, website visitors, social media followers, school district partners and representatives from other organizations.

Skills:

Experience in an office, outdoor and large group setting with the ability to demonstrate good organizational and communication skills; diverse education and business background with proven teaching and public speaking abilities; proficiency and understanding of trends and best practices within this profession; willingness to work and collaborate with others, including volunteers, interns, partners and donors.

The Community Outreach Specialist must be proficient in Microsoft Office (Word, Excel and PowerPoint), email correspondence, website development and management, social media content development and management, office and audio visual equipment, with a willingness to learn new skills.

Qualities:

The Operations Manager must be self directed and motivated with strong problem solving skills. This person should have the ability to ask for help when needed and assist other staff members when necessary. We seek a team player with creative ideas that support and add to our growing team. This person must have a passion for environmental education and is comfortable effectively communicating with children and adults in both an indoor and outdoor setting.

Responsibilities including, but not limited to:

- Attend events and meetings to effectively communicate and promote the efforts of the John Bunker Sands Wetland Center (JBSWC)
- Maintain and develop new content for the JBSWC website and social media platforms
- Create flyers and handouts to be distributed at the Center and in the community
- Manage, track and market JBSWC memberships, while finding new ways to maintain and grow member numbers
- Develop, promote and facilitate member events and fundraisers
- Connect with, schedule and train JBSWC volunteers
- Collaborate regularly with the JBSWC Executive Director, Education Supervisor and Operations Manager to establish a clear, shared vision for the center as a whole, along with ongoing communication specific goals to improve the Center as a whole
- Assist in communication (phone calls, letter writing, email and visitor greeting)
- Attend environmental education training and conduct educational programs and tours as needed
- Oversee reception desk including visitor services, cash box, rental or purchased goods and services as needed
- Other duties as assigned by the center Executive Director

Requirements:

Bachelor of Science in Communication, Science, Environmental Science, Education, or related field; or a High School Diploma and 5 + years of relevant work experience

Ability to lift 50 lbs. or more

Must be able to pass a background check and drug screening

Must have personal and reliable transportation and a reliable cell phone

Interested in joining our team? Please send a letter of interest and résumé to
kbourne@wetlandcenter.com