Crawford Stewardship Project (CSP) is hiring:
Community Outreach and Education Coordinator

Join an organization that works to protect the environment of Crawford County and neighboring regions from threats of polluting and extractive industries, to promote sustainable land use, environmental justice, and local control of natural resources. CSP is a 501(c)3 non-profit based in Gays Mills, WI.

The Community Outreach and Education Coordinator is a grassroots leader in the community who will be excited to work in a mission-based non-profit culture collaboratively with others in the organization and community. They will oversee communications with supporters and the public through newspaper, all social media platforms and email to grow community engagement as well as manage volunteers and organize events.

Position is approximately 20 hours a week.

Essential Duties and Responsibilities

Community Outreach and Education

- Creates content and messaging for social and print media (Facebook, Instagram, Twitter, website, blog postings, newsletters);
- Represents CSP at events locally and regionally, and proactively cultivates community opportunities and relationships;
- Analyzes insights and reports for social media posts and mailing campaigns to develop strategies for reaching a larger, diverse audience;
- Collaborates with other CSP staff to promote Karst and Well Testing Campaigns.

Volunteer Recruitment and Management

- Recruit, train and manage volunteers for various volunteer positions that CSP offers;
- Meet with interested volunteers to discuss their ability to support our organization and follow up to match skills and interests;
- Work with CSP board and staff to continually ensure that volunteers are well-placed;
- Keep track of volunteer hours;
- Coordinate appreciation event(s) for volunteers;
- Inspire a culture of volunteerism and volunteer appreciation in the community.

Events

- Serves as the lead event planner/promoter and executes educational and fundraising events, including CSP's annual fundraising event, Love the Land;
- Coordinate event committee meetings for special projects such as the silent auction;
- Create, revise, and execute on-site and off-site logistics for events;
- Prepare event budgets and provide periodic progress reports to board for each event project;

- Solicit consistent feedback from staff, volunteers and periodic feedback from event attendees about event effectiveness;
- Identify and recruit volunteers to assist with special events and other tasks as needed.

Qualifications

- Solid knowledge of Word, Excel, and MS Office, along with ability to navigate and use the Internet;
- Excellent oral, written, and listening skills;
- Solid time management and organizational skills;
- Ability to work independently and as part of a team;
- Willingness to learn and grow into this position;
- Thrives in a flexible nonprofit environment with a strong commitment to mission fulfillment;
- Familiarity with nonprofit volunteer programs through volunteer or work experience;
- Reliable transportation;
- Computer and home office space.

Highly Desirable Qualifications (will receive additional consideration)

- Experience with web content management systems and basic HTML;
- Experience with web-based email marketing services such as MailChimp, Salsa, Constant Contact, etc.;
- Professional non-profit or organizing experience, or related degree.

Benefits

- **Starting wage of $11**
- Continued learning and professional development opportunities;
- Considerable work flexibility and ability to work from home;
- Mileage reimbursement;
- 1⁄3 of internet and phone bill reimbursement;
- One week paid vacation after first year.

How to apply

Please send resume with one-page letter of interest addressed to the CSP Board President, Edie Ehlert through email to edieehlert63@gmail.com .