

Crawford Stewardship Project (CSP) is hiring:
Community Outreach and Water Quality Program Coordinator(s)

Job Summary

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 Water Quality Program 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 could be shared by two people, approximately 15 hours each or one job for 20-30 hours a week depending on availability, experience, and qualifications.

Essential Duties and Responsibilities

Community Outreach

- 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.

Water Quality Program

- Collaborate with representatives from other organizations and agencies;
- Attend annual Water Action Volunteer (WAV) Symposium;
- Work with other organizations to train water quality monitors every spring;
- Assign volunteers to water quality projects;
- Manage a team of volunteers to collect monthly water samples and get samples to the lab;
- Work with the WI DNR to enter water sample data into their system.

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 these 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.;
- Knowledge of and/or training in water quality monitoring;
- Professional non-profit or organizing experience, or related degree.

Benefits

- **Starting wage of \$11 or more commensurate with experience and qualifications.**
- 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.