



Beaver Watershed Alliance Position Description

Title: Outreach Coordinator

Full-time, Salary Position: Pay Range \$40,000 - \$46,000

Location: Northwest Arkansas (Office location 162 Doolin Dr., Elkins, AR)

Posting Date: October 10, 2024

Close Date: November 1, 2024 or until position is filled.

About the Beaver Watershed Alliance

The mission of Beaver Watershed Alliance (Alliance) is to proactively protect, enhance and sustain water quality in Beaver Lake and the integrity of its watershed. The Alliance is a 501c3 nonprofit organized for the purpose of working on voluntary and education programs and projects, fostering communication among diverse stakeholders, and restoring the water quality of impaired stream and lake areas. The objective of the Alliance is to maintain a long-term, high-quality drinking water supply to meet the present needs and continuing growth of the Northwest Arkansas region.

As a science-based organization, we develop innovative, on-the-ground solutions and engage multiple communities to address local challenges in watershed management in the Northwest Arkansas region. Our work is focused on Source Water Protection efforts for Beaver Lake, our drinking water source for now 1 in 5 Arkansans, or over 550,000 residents. Our work is guided by the Beaver Lake Watershed Protection Strategy, a US EPA accepted plan. Our values are centered on a commitment to sustainable, high-quality water supplies, diversity and respect for all people, communities, and cultures and serving the Northwest Arkansas region to the best of our ability.

www.beaverwatershedalliance.org

Reporting Relationship: Reports to the Executive Director

Position Overview

This is a full-time hybrid role with some flexibility for remote work. The Outreach Coordinator will be responsible for communication, community outreach, customer service, research, and content creation to support the Alliance's mission and engage stakeholders effectively. This person is responsible for outreach media and educational content to the public and landowners in the Beaver Lake watershed area.

Job Responsibilities:

- Coordinating with Executive Director and Alliance staff to develop and implement education and outreach strategies for various programming needs.
- Helping to build the Alliance brand to strengthen its presence in the watershed and curating creative materials and content to connect with diverse stakeholders.

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- Developing and planning fundraising events and efforts and help develop outreach campaigns.
- Creating and developing content for monthly digital E-News.
- Assisting with assimilation of press releases and special mailers on project announcement and milestones, act as a liaison between Alliance and media contacts.
- Assisting with management of Beaver Watershed Alliance website.
- Managing social media accounts.
- Assisting Alliance staff working in the Beaver Lake watershed area with landowner contacts and coordination. Assist with landowner site visits as needed.
- Setting metrics for outreach goals and help with summarizing metrics to show impacts.

Functions of All Staff

- Commitment to supporting Beaver Watershed Alliance' mission of collaborating with a wide range partners in improving water quality in the Beaver Lake watershed.
- Engaging in professional development opportunities to advance individual understanding of your area of work and the broader work the Alliance does.
- Participate in weekly staff meetings and support a positive and enjoyable work environment.
- Attend Board Meetings.
- Occasionally work on weekends or after-hours as required by special events.

Additional responsibilities may include working with the Alliance and partners on other watershed initiatives as needed throughout the year. At times, this role will include public relations, public speaking and educating stakeholder groups and/or the community at-large.

Basic Education & Skills Requirements:

- Bachelor's Degree or above in Communications, Marketing, Journalism, Environmental Science, Natural Resources, or Related Field.
- Courses equivalent to a major, as shown above, plus appropriate experience or additional education.
- Knowledge of watersheds, best management practices, water quality and natural resource management, knowledge of NWA region a plus
- Diplomatic, ability to work with a culturally and politically diverse community
- Computer and software literate; Strong phone/email management skills required
- Experience managing social media accounts for non-profit organizations.
- Graphic design principles, using pictures, graphics and text that align with Alliance branding.
- Interest in creating and developing innovative ways to connect with current and new audiences.
- Public speaking skills and/or willingness to facilitate/assist with landowner workshops
- Strong writing skills, with ability to write technical reports and assist with grant writing
- Organized
- Self-motivated

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- Ability to work independently or with a team
- Strong interpersonal skills
- Valid Driver license / Good driving record

Benefits

- SIMPLE IRA with up to 3% employer match.
- Health insurance, including medical, vision, dental, and life insurance.
- Paid Time Off (PTO) accrues at 10 hours per month.
- Sick Leave accrues at 8 hours per month.

Holidays to be observed by all full-time employees of the Alliance include:

New Year's Day, Martin Luther King Day, *Presidents Day, Memorial Day, Independence Day, Labor Day, *Veterans Day, Thanksgiving Day, Day Following Thanksgiving Day, Christmas Eve, Christmas Day, *Employee's Birthday (*Days taken at Christmas/last week of December)

Commented [BF1]: Full-time

Additional Information

- Paychecks are issued on the 1st and 15th of the month via direct deposit.
- Normal business hours are Monday – Friday, 8 am to 5 pm, with remote work options.
- Employees receive necessary equipment and apparel, business cards, email services, and a \$50 monthly cell phone stipend or a business phone.
- Mileage reimbursement for work-related travel at the federal rate.
- Per Diem and federal "Meal and Incidental Expense" rates are observed.

The Alliance offers its programs to all eligible persons regardless of race, color, sex, gender identity, sexual orientation, national origin, religion, age, disability, marital, parental, or veteran status, genetic information, or any other legally protected status.

Application Details

To apply, please send your resume to becky@beaverwatershedalliance.org in a PDF Document labeled "Outreach Coordinator Position_Your Name." Please only send one PDF document, with all files combined.

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