

Ogeechee Riverkeeper (ORK) is a nonprofit organization whose mission is to protect, preserve, and improve the water quality of the Ogeechee River Basin. ORK is seeking an enthusiastic individual to join our team as an **Education and Outreach Coordinator**. This position will be based in the **Statesboro, Georgia** area.

The position will work throughout the Ogeechee River basin's 21 counties, and will primarily lead educational and outreach activities, and recruiting and coordinating volunteers. Additional responsibilities will include assisting in advocacy, fundraising, and event planning. Candidates should have a passion for water resource protection, an outgoing personality, and the ability to work with diverse communities. This position will primarily be a remote position, and will work under the Executive Director/Riverkeeper.

Salary and Benefits

Salary will be \$48,000.00 per year. Benefits include a generous leave policy, paid holidays, contributions to an IRA retirement account, health insurance stipend, cell phone allowance, and reimbursement of travel and other business-related expenses.

Duties and Responsibilities

- Work directly with the public to explain the vision and mission of Ogeechee Riverkeeper, the functions and values of the river system, and recruit members of the public to assist with efforts to protect, preserve, and improve water quality.
- Lead and plan member events and activities such as paddle trips, nature walks, birding activities, social engagements, etc.
- Represent and coordinate ORK's presence at outreach and tabling events to recruit new members and promote the organization.
- Maintain a database of volunteer information and involvement.
- Recruit and manage volunteers, including developing, coordinating and facilitating orientation/training.
- Recruit and help manage interns to support ORK's various activities.
- Assist in ORK's fundraising activities.
- Periodically produce virtual educational activities for webpage and social media.
- Lead in organizing and coordinating volunteers for ORK's advocacy work.
- Organize, attend, and run periodic litter cleanups, and maintain necessary volunteers and schedule for maintenance of litter traps.
- Create, implement, and run citizen science programs and maintain necessary credentials (i.e. Adopt A Stream Trainer Certification, Adopt a Landing Program).
- Coordinate and supply necessary materials to volunteers (i.e. cleanup supplies and AAS chemicals).
- Create and implement ORK's adult and children educational activities and programs.
- Attend county and municipal governmental meetings and special events as necessary to foster relationships and engagement with necessary public leaders.

- Assist with grassroots organizing to update local ordinances to protect vulnerable communities and support smart, sustainable development.
- Assist in educating the public with the organization's legislative efforts.
- Assist with ORK's fundraising efforts and events as needed.
- Other related duties as assigned.

Requirements

Knowledge:

- A bachelor's degree required in a professionally appropriate field or 3 years work experience in a similar role
- Experience in environmental education, public outreach, environmental advocacy, and/or legislative/policy work.
- Passionate about water quality restoration and protection of Georgia's rivers, creeks, swamps, and underground water resources.
- An understanding of the nature of non-profit work.

Skills:

- Proven ability to develop positive working relationships.
- Commitment to environmental issues.
- Availability on nights and weekends as required.
- Comfortable with fundraising and recruiting volunteers.
- Excellent written and verbal communications, including public speaking, with an emphasis on persuasion and generating action.
- Capable of successfully working in diverse communities throughout the Ogeechee River Basin.
- Demonstrated time management skills including multi-tasking.
- Proficiency with computer applications and software, including Google Workspace and Zoom.
- Open, engaging, and friendly personality.
- Superb interpersonal and leadership skills to collaborate effectively with a broad range of constituents.

Abilities:

- Ability to work in various situations; confidence in ability to convey information to major internal and external players.
- Ability to work independently with limited supervision and with a sense of urgency to complete tasks accurately and on schedule.
- Ability to interact in a positive and productive fashion with residents, landowners, agency representatives, users of the river and streams, elected public officials, and staff members.
- Ability to endorse and champion organization's advocacy efforts.
- Ability to handle canoe and kayaks.
- Valid driver's license, reliable transportation, and proof of vehicle insurance.

Working Conditions

The work environment characteristics described here are representative of those an Education and Outreach Coordinator encounters while performing the essential functions of the role:

- Much of the position will be performed remotely. The employee will provide own office environment and equipment. Occasional regional travel may be required.
- While performing the duties of this job, the employee is frequently required to receive oral and written instructions in English and to clearly communicate in English in person, over the telephone, through email, and through other electronic means.
- The employee is required to visually or otherwise identify, observe, and assess. Special vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by an Education and Outreach Coordinator. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required to do this role. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

About Ogeechee Riverkeeper: *Ogeechee Riverkeeper 501(c)(3) works to protect, preserve, and improve the water quality of the Ogeechee River basin, which includes all of the streams flowing out to Ossabaw Sound and St. Catherine's Sound. The Canoochee River is about 108 miles long and the Ogeechee River itself is approximately 245 miles long. The Ogeechee River system drains more than 5,500 square miles across 21 counties in Georgia. More at ogeecheeriverkeeper.org.*

TO APPLY

Applications should be submitted electronically to: Ogeechee Riverkeeper - info@ogeecheeriverkeeper.org. Please include "Education and Outreach Coordinator" in the subject line of the email. Include a cover letter, resume, and three references, as a single PDF. Please do not contact ORK to ask questions about the position. Applications will be reviewed until the position is filled.