

**Job Title:** Community Engagement Coordinator

**Who We Are:** The Norwalk River Watershed Association (NRWA) is a non-profit organization dedicated to the conservation and restoration of the Norwalk River and its surrounding watershed. We work to protect and restore water quality and fish and wildlife habitats and to promote environmental education and stewardship within our community across the seven watershed towns in CT (Ridgefield, Redding, Wilton, New Canaan, Weston, and Norwalk) and NY (Lewisboro).

**Job Description:** We are seeking a dynamic and detail-oriented individual to join our team as a Community Engagement Coordinator responsible for developing and implementing outreach strategies and building partnerships that enhance public awareness and involvement in watershed conservation efforts. This includes but is not limited to writing and administering grants for water protection and habitat restoration projects, building relationships with partner organizations and community stakeholders, contributing to strategic planning initiatives, organizing events, overseeing volunteer efforts, and managing NRWA's online and paper newsletter presence.

The position is for a W9/contract employee beginning on or before October 15, 2024 working 25-30 hours weekly. The job is remote with events and some meetings in person. It is based in the Norwalk River Watershed, focusing on Norwalk, Wilton and Ridgefield, Connecticut and involves travel across the watershed. The job offers competitive pay commensurate with experience.

**Responsibilities:**

- Grant writing and project management:
  - Assist with grant writing, project management, and reporting related to community engagement, conservation, and outreach.
- Communication and Outreach:
  - Help finish the website redesign underway now
  - Create, curate, and schedule posting of content fostering a positive online community presence and manage online interactions for email campaigns, Instagram and Facebook posts.
  - Help with the creation, editing, and distribution of newsletters to keep stakeholders informed about organizational updates, events, and initiatives.
- Event Organization:
  - Plan, coordinate, and execute events to promote the organization's mission and engage the community, including nature walks, river cleanups, library-hosted talks, invasive plant pulls, tree plantings....
  - Track and report on community engagement activities, outcomes, and program metrics.
- Volunteer Management:
  - Coordinate and train volunteers for events and ongoing initiatives.
  - Maintain effective communication with volunteers, recognizing and appreciating their contributions.
- Strategic Planning:

- Contribute to the development and implementation of communication and event strategies aligned with organizational goals.
- Participate in strategic planning sessions to provide insights into communication and event-related aspects.

**Qualifications:**

- Bachelor's degree (biology, ecology, environmental studies, natural resources management, landscape architecture, urban planning or a related field is a plus) and 2 years related work experience.
- Experience with Microsoft Office suite and GoogleDrive.
- Experience with Adobe Creative Cloud, Wordpress and Constant Contact is a plus.
- Experience coordinating multiple projects.
- Strong interpersonal and communication skills, with the ability to engage diverse audiences and build effective relationships, including public speaking.
- Experience in community outreach, public relations, and/or event coordination is a plus
- Willingness to engage in on-the-ground weeding and planting projects as a volunteer coordinator for habitat and riverbank restoration events sometimes on rough/muddy terrain.

**How to Apply:**

Interested candidates should submit a resume, cover letter, and a list of two professional references to [info@norwalkriver.org](mailto:info@norwalkriver.org) with the subject line "Community Engagement Coordinator"– [Your Name]." Applications will be reviewed on a rolling basis until the position is filled.

Norwalk River Watershed Association is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.