



Communications & Outreach Manager Job Announcement

Application deadline: 7/6/2018 at 5:00 pm

Start Date: 8/20/2018

Status: At-Will, Exempt Employee, 25 hours per week

Pay Range: Minimum of \$26 per hour or negotiable depending on qualifications or experience

Location: 2701 NW Vaughn St., Suite 450, Portland, Oregon 97210

Questions: Email (preferred method): hring@wmswcd.org; Phone: 503.238.4775 (Randi at ext. 100)

Website: www.wmswcd.org

The West Multnomah Soil & Water Conservation District serves West Multnomah County and Sauvie Island residents with information and assistance on conservation planning, invasive weeds, native plants, livestock management, funding, wildlife, healthy woods, habitat restoration, school gardens and other projects for which they need assistance. The District is comprised of welcoming individuals who enjoy sharing knowledge and learning, as well as collaborating on ideas, policies, and procedures to ensure all voices are heard. We are looking for someone to join our team that has a passion for communicating with diverse communities and enthusiasm for environmental conservation.

Diversity, Equity and Inclusion: The District is committed to the ongoing process of making our programs and organizational culture more equitable, diverse, and inclusive. Our Staff and Board actively engage in education, discussion and action regarding systemic oppression and endeavor to identify and address disparities within our organization. The District has an active Diversity, Equity, and Inclusion (DEI) Committee with dedicated funding to support this work. The Communications & Outreach Manager must be dedicated to the District's diversity, equity and inclusion commitment. Applicants from communities impacted by systemic oppression are encouraged to apply. The District's Statement of Non-Discrimination can be read [here](#).

Summary of Duties: The Communications & Outreach Manager develops the communications strategy and messaging about the work of the District in terms of vision, mission, goals and conservation actions. The position manages media and public relations, publications, special events, and videos. The Communications & Outreach Manager is responsible for planning the District's annual meeting, production and publication of the District's annual report and facilitating the development of the District's long-range strategic plan with Board and staff. The position is also responsible for coordinating outreach events through workshops, tabling and direct mail. The position manages the District's website for both design and content and coordinates the District's use of social media.

Minimum Requirements:

- Four years of qualifying experience in communications, marketing, outreach, journalism or a related field that demonstrates attainment of the core competencies for the position (see below).
- A degree in communications, marketing, journalism or a related field may be substituted for one year of the qualifying experience.
- A valid Driver's License or the ability to obtain one within six months of hire as the position requires occasional driving during daylight hours and after dark.

Core Competencies:

- Excellent writing, editing and information management skills.
- Well versed in production media layout and design for oral, poster and video presentation.

- Skilled in using a range of on-line marketing and media tools for managing a website, developing mailing lists, compiling and distributing electronic newsletters, blogging and the use of social media. Media tools include: WordPress (or similar Content Management System applications), MailChimp, Facebook, Twitter, and Instagram.
- Well versed in the use of word processing, spreadsheet, desktop publishing, and database applications such as Microsoft Office (Word, Excel, Publisher, Access) and Adobe Creative Suite (InDesign, Illustrator, Photoshop).

Preferred Skills and Abilities:

- Excellent communication, marketing, outreach, or journalism skills demonstrating the ability to write and speak to a wide variety of audiences and cultures.
- Bilingual-bicultural translation skills.
- Passion for the District’s mission and willingness to develop and retain working knowledge about conservation and natural resource management.
- Ability to assist an organization’s development of a strategic plan for attaining its mission and goals.
- Experience in administering contracts for print design, website development, and videography.
- Experience in broadcast and print media relations including writing press releases, conducting interviews, developing and implementing earned media campaigns, as well as developing and implementing crisis communications plans when faced with unwanted media attention.
- Experience with developing and managing an annual work plan for a communications, marketing, outreach, journalism, or related program.
- Proven ability for innovation in the development of communication and outreach tools and strategies.

Desired Interpersonal and Professional Attributes:

- Flexibility and adaptability in performing job duties.
- Ability to conduct multiple tasks and actions at the same time.
- Ability to work collaboratively with external partner organizations.
- Maintains positive, collaborative relationships with co-workers and conducts work in a professional and courteous manner.
- Ability to plan and organize work to meet required deadlines.
- Takes initiative and has strong problem-solving skills, but also knows when to ask for help.

Job Conditions: The position works primarily in an office setting, working at a desk (with sitting and standing options); using a computer; working or standing at a table; bending and lifting boxes and equipment (up to 30lbs); unloading and loading a vehicle; using a dolly to move materials; and other activity typical of a professional work environment. Occasional work outdoors for events and other District needs will be required. Occasional work hours outside of regular schedule (4-5 times per year) on evenings or weekends to accommodate targeted events may be required and are eligible for compensatory time.

Benefits:

- Generous health care benefits are available after introductory period. The District pays employee benefits in full and covers partial payment for dependents.
- Monthly contributions to a Health Reimbursement Account.
- Public Employees Retirement System (PERS) cost-share pension plan after six months.
- Paid time off: approx. 50 vacation hours (increase after 2 years), 10 personal hours, 10 holidays, and 12 sick days.
- Parking pass or TriMet reimbursement. Ample bike parking available for cyclists.
- Professional Development plan created by employee with potential District funding for certain training.
- Build your own schedule. Majority of office hours should occur within regular office hours (M-F 9a-5p).

How to Apply: Submit by the deadline of July 6th by 5:00pm, the documents listed below in PDF format, preferably as one file. Please title file(s) "Last Name_First Name". If you are unable to combine all three items into one document, please include the corresponding number from below after your first name in the applicable file's title (e.g. "Last Name_First Name_1").

1. Completed [Minimum Requirements Form](#)
2. Cover Letter (as an attachment, do not include in the body of the email)
3. Resume

Your application will not be considered without these three components. Please email your application materials to [hiring@wmswcd.org](mailto: hiring@wmswcd.org). Alternatively, you may mail your materials to: West Multnomah Soil & Water Conservation District, ATTN: Office Manager, 2701 NW Vaughn St., Suite 450, Portland, OR 97210. Dropping off materials in person is discouraged as our hiring practices include redaction of personal information in an effort to eliminate unconscious bias.

Veteran's Preference: Applicants are eligible to use Veteran's Preference when applying with West Multnomah Soil & Water Conservation District in accordance with Oregon Revised Statutes (ORS) 408.225, 408.230 and 408.235; and Oregon Administrative Rules (OAR) 105-040-0010 and 105-040-0015. For more information on required materials to submit, please see our [Veteran's Preference Policy](#).

Interviews: Those who are contacted for an interview may be asked to submit professional references and supply work samples prior to their interview. Interviews will occur the fourth week of July. A background check that includes a driving record will be conducted and evaluated before employment can begin.