



Job Opening Announcement

Job Title: Outreach Coordinator – Anne Arundel County (Part Time – 25 hrs/week)

Reports To: Director of One Water Partnership Program

Compensation: Salaried \$20,000 to \$30,000 annual salary, depending upon background and experience. Also includes paid vacation and holidays, and a cell phone stipend. IPC does not currently offer health benefits, but a health benefits program is being explored in 2020. All work-related travel is reimbursed at the IRS prevailing rate.

Organizational Background: Interfaith Partners for the Chesapeake (IPC) ignites the power of faith communities in the Chesapeake Bay region to honor all of Creation by working together to protect and restore our shared watershed. We envision a time when faith communities across the Chesapeake region honor, care for, and protect the watershed so that all our communities, and future generations, may thrive. Since 2013, IPC has engaged nearly 300 congregations to implement best management practices on their grounds and raise awareness among their congregants. IPC's programs are offered to congregations throughout Maryland, including the Eastern Shore, with plans to expand into south-central Pennsylvania. Visit www.InterfaithChesapeake.org to learn more about our [programs](#), [board](#), [core values](#), [2019-2021 strategic plan](#), and more.

Location: IPC's team operates virtually from home offices. Each team member is expected to perform with highly disciplined independence. IPC has traditional office space in Annapolis, Maryland. The Outreach Coordinator for Anne Arundel County will report to the Annapolis office 1-2 days per week. The remainder of the weekly schedule will be conducted remotely.

Roles and Responsibilities: The Outreach Coordinator advances IPC's mission by engaging congregations in our programs and supporting them on their journey to being good stewards of the Earth. This involves outreach through in-person engagement, social media, email communications, outreach at the denominational level, and having a presence at community and religious events. It also entails coordinating with other non-profit and governmental partners in the region to ensure congregations have access to all of the resources available to advance their restoration and education goals.

The Outreach Coordinator for Anne Arundel County will:

1. Coordinate a "Hub" of both congregations and non-profit partners working to improve water quality in Anne Arundel County.
2. Develop and execute outreach plans in Anne Arundel County to engage congregations in IPC's programs.
3. Diligently and creatively achieve program recruitment goals through digital and in-person outreach. Develop and execute outreach plans to achieve program recruitment goals through outreach to congregations, denominations, individuals at large, nonprofit organizations, and governmental representatives. This could include activities such as preparing and distributing printed promotional materials, digital media communications, planning gatherings and events, engaging with local governmental planning committees, and more. As such, the Outreach Coordinator may work during non-business hours.
4. Support outreach and recruitment in areas outside the target region, as assigned.
5. Track recruitment and engagement metrics using databases such as Airtable and NationBuilder.
6. Actively participate in team meetings to provide timely updates on project goals. Prepare summaries or reports, diagrams, appendices, and other supporting documentation as requested to support the program's manager.
7. Contribute to IPC's monthly newsletter to promote IPC's programs to the target audience.

This position has the potential to increase to 30-hours per week or full-time as IPC continues to grow its funding and scale up its work.



Candidate Qualifications:

- Positive “can-do” attitude with entrepreneurial spirit
- 3+ years of experience leading outreach campaigns; other project management experience will be considered if the candidate can demonstrate the ability to lead and complete complicated projects on time and within budget
- Highly organized with excellent attention to detail; able to juggle multiple assignments simultaneously and meet deadlines
- Charismatic personality, excellent verbal communication skills, proven ability to mobilize people and facilitate groups
- Strong passion and motivation to inspire people of faith to respond to the environmental challenges of our time
- Disciplined independent work style that lends itself to working from home 75% of the time
- Excellent skills in MS Office suite including Word, Excel, Power point, and Google platform
- Tech-savvy aptitude critical; familiarity with Nation Builder, Airtable, GoToMeeting, or Basecamp a plus; comfortable learning new applications/databases
- Able to travel by car as needed throughout Anne Arundel County and occasionally to other regions within Maryland (all travel mileage is reimbursed)
- Ability to increase weekly working hours as IPC grows its funding

How to Apply:

Please provide a cover letter and resume, in PDF format, addressed to Matthew Heim, Program Director, via email to info@interfaithchesapeake.org. If you have questions, you may call Matthew Heim at 410-609-6852. Resumes will be collected until February 28, 2020. Interviews will begin immediately upon receiving qualified applications and will continue until mid-March. We plan to fill this position by April 1, 2020.