



## **Position Description**

**Job Title:** Outreach Coordinator

**Region:** Lower Eastern Shore

**Reports To:** Director of One Water Partnership Program

**Supervises:** None

**Status:** Employee, Full-time, Exempt

**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 we share so all our communities, and future generations, may thrive. Since 2013, IPC has engaged over 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, as well as south-central Pennsylvania. Visit [www.InterfaithChesapeake.org](http://www.InterfaithChesapeake.org) to learn more.

**Location:** This position is located in Salisbury, MD with office space at the Wicomico County Pemberton Park building (5561 Plantation Lane, Salisbury, Maryland 21801). This office space is available to our staff all business days. In addition, IPC's team operates virtually from home offices, therefore, this position can be structured as a hybrid in-person/remote position. Remote work is a privilege afforded to staff who perform with highly disciplined independence. IPC also has office space in Annapolis, Maryland and periodic travel to IPC's Annapolis office will be required. A computer and peripherals will be provided, and can be transferred to the employee's home office to facilitate remote work; however, reliable internet at the home office must be provided by the employee.

**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 involves coordinating with other non-profit and governmental partners to cultivate a collaborative atmosphere of numerous partners working together to advance community-wide restoration and education goals. The Outreach Coordinator will serve as IPC's lead outreach staff person for the entire Lower Eastern Shore of Maryland.

### **Outreach and Engagement of Congregations – 90%**

1. Coordinate outreach and engagement with congregations in Maryland's Lower Eastern Shore, leading education and activities, and representing IPC at outreach events in these respective regions.
2. With the support of the One Water Partnership Program Director, 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 be required to work during non-business hours.
3. Cultivate relationships with congregations and support them on their journey to be good stewards of the earth.

4. Cultivate partnerships with local nonprofit and governmental partners, maintaining regular communication with partners, facilitating meetings, and coordinating collaborative events for the community.
5. Prepare presentations and educational workshops for congregations or other community events, deliver such presentations, public speaking and/or homilies, as invited.
6. Track recruitment and engagement metrics using databases such as Airtable and NationBuilder. Prepare summaries or reports, diagrams, appendices, and other supporting documentation as requested to support the program's manager.
7. Assist with grant reports as assigned.
8. Oversee IPC's responsibilities associated with our Pemberton Park office lease, which include ensuring one park program is delivered each month by IPC or community groups. Maintain reliable communication with County representatives regarding event schedules, promotion, and outcomes.
9. Assist with outreach in the other regions as needed.

#### Other Duties – 10%

1. Assist with fundraising efforts as assigned.
2. Participate in regular staff retreats, team building activities, board meetings (as needed)
3. Handle special projects, as assigned.

#### **Position Requirements:**

- College degree required.
- 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.
- Charismatic personality, excellent verbal communication skills. Loves interacting with people on the phone, video-chat, or in-person.
- Proven ability to mobilize people and facilitate groups.
- Demonstrated ability to manage multiple projects simultaneously with ease.
- Demonstrated expertise in Microsoft Word, Excel, PowerPoint, Adobe Writer, and the Google Suite.
- Comfortable learning new software platforms, databases.
- Ability to travel by personal car throughout Maryland and south-central Pennsylvania as needed for meetings, outreach activities, conferences, and staff retreats.

#### **Ideal Qualifications:**

- Positive "can-do" attitude with a willingness to learn new skills and independently troubleshoot problems.
- Not intimidated by independently solving problems or cold-calling congregations.
- Tech-savvy aptitude. While not required, preference will be given to candidates with experience with: NationBuilder, Basecamp (or Asana or Trello), Airtable, Zoom (as a technical facilitator), Canva, and/or basic website upkeep experience. Note your familiarity with these platforms in your cover letter if applicable.
- Strong passion and motivation to inspire people of faith to respond to the environmental challenges of our time.
- Demonstrated ability to work independently as well as part of a team.
- Able to juggle multiple assignments simultaneously, with attention to detail, efficiency, and timeliness.
- Comfortable in a fast-paced working environment.

**Compensation:** \$38,000 to \$44,000 annual salary, commensurate with skills and experience. Includes paid vacation and holidays, medical and dental benefits (employer and employee cost-share), and a monthly cell phone stipend for use of personal cell phone. Work-related travel beyond the office is reimbursed at the prevailing IRS reimbursement rate.

**How to Apply:** In our effort to promote diversity in all aspects of our mission, we strongly encourage persons of under-represented religions, races, and cultures to apply. Please upload a cover letter, resume and three (3) references, through our [online portal here](#). You can also access this job posting on our website at [www.InterfaithChesapeake.org/jobs](http://www.InterfaithChesapeake.org/jobs). Resumes will be collected until the position is filled. Interviews will begin immediately upon receiving qualified applications. We plan for the new hire to begin working no later than July 15, 2022.