



SHORERIVERS SEEKS COMMUNITY ENGAGEMENT COORDINATOR

ShoreRivers seeks a Community Engagement Coordinator to manage volunteer programs and community engagement efforts to achieve our vision of healthy waterways on the Eastern Shore. As part of the Community Engagement department, the Coordinator will help develop a strong and diverse ambassador base for clean water work, mobilize grassroots behavior change, and inspire civic engagement. The ideal candidate will be an energetic, outgoing individual with strong interpersonal communication skills. ShoreRivers offers a competitive benefits package and a salary range between \$40,000-\$48,000, based on experience. Position begins as soon as possible.

The Coordinator reports to the Director of Community Engagement and works in person out of both Chestertown and Easton offices, with a flexible schedule. This is a full-time position; the employee must be flexible to work weekends, evenings, longer hours, and to travel when necessary. The employee must live in, or be willing to relocate to, the communities where we work. The employee must be vaccinated against Covid-19 and provide a copy of his or her vaccination card.

To apply, send a resume and one-page cover letter to Ann Frock, Office Manager, at afrock@shorerivers.org by Wednesday, February 15, 2023, with "Community Engagement Coordinator" in the subject line. In your cover letter, please tell us about an experience you've had that will help shape your work as a coordinator of volunteers. Applicant names and the names of educational institutions will be redacted in the first round of reviews for equity purposes.

RESPONSIBILITIES

- Cultivate and coordinate diverse volunteer groups for meaningful participation in ShoreRivers' volunteer and engagement programs, including Tree Stewards, River-Friendly Yards, Marylanders Grow Oysters, Swim Testers, water chestnut eradication, SAV Monitoring, Project Clean Stream, and others. Coordination includes recruiting and onboarding new volunteers, organizing events, maintaining volunteer relationships, regularly communicating through emails and phone calls, and documenting in our database.
- Help to lead engagement and education through the River-Friendly Yards program.
- Assist in leading ShoreRivers' ongoing environmental justice work.
- Assist all departments in developing and executing ongoing and new volunteer and engagement opportunities, including events, workshops, restoration projects, and festivals.

Main Office

114 Washington St., Ste. 301
Easton, MD 21601
443.385.0511

Regional Office

207 S. Water St., Unit B
Chestertown, MD 21620
410.810.7556

Regional Office

7479 Augustine Herman Hwy.
Georgetown, MD 21930
410.275.1400

- Apply for and manage grants that support community engagement and implement restoration projects.
- Produce promotional and educational materials for social media, print publications, email newsletters, and our website.

POSITION REQUIREMENTS AND QUALIFICATIONS

The employee must have a strong commitment to environmental protection and to ShoreRivers' mission.

EXPERIENCE & EDUCATION

- A minimum of an Associate's degree
- Relevant work or internship experiences a benefit
- An understanding of environmental issues that affect water quality
- Knowledge and curiosity about native plants, ecology, and ecosystem functions

SKILLS & ABILITIES

- Strong interpersonal skills and a love of connecting with people
- Excellent written and oral communication skills
- Excellent organization and time management skills
- Ability to work as a team player and collaborate effectively
- Ability to work independently, take initiative, and creatively grow programs
- Must have or be willing to acquire comfort and proficiency around the water
- Must have MS Office skills, including Excel and PowerPoint
- Comfort with Zoom and Google Meet preferred
- Experience with Adobe design suite, Canva, or other design software is a plus
- Grant-writing experience is a plus

ShoreRivers believes that swimmable, fishable, clean, and safe rivers are for everyone in our communities. We are an equal opportunity employer and welcome all applicants. This position uses a wide variety of skills; we encourage you to apply if you think you would be a good fit, even if you don't meet 100% of the qualifications.

ABOUT SHORERIVERS

ShoreRivers seeks to protect and restore Eastern Shore waterways through science-based advocacy, restoration, and education. We have a dedicated staff of Riverkeepers, educators,



scientists, restoration specialists, and advocates focused on policies and projects that will improve the health of our rivers. Our staff are a strong, collective voice for Eastern Shore waterways.

ShoreRivers believes that diversity, equity, inclusion, and justice in our staff, board, supporters, and programs is critical to achieving our mission of clean water. We believe that access to waterways fuels environmental stewardship; inclusion of diverse communities is essential to long term success; and diverse representation in our membership, staff, and board makes us stronger.

WORKING AT SHORERIVERS

ShoreRivers offers an energetic and fast-paced work environment with bright, fun coworkers. We cultivate a supportive, regenerative work culture where hard work, innovation, and collaboration are valued; time off and balance are elevated; and teambuilding and professional development are priorities.

BENEFITS

- Medical coverage, with 100% of premiums for the employee covered by ShoreRivers.
- Retirement plan, with ShoreRivers matching up to 3% of an employee's salary.
- 15 paid days off during first two years of employment; 25 paid days off for employment over two years.
- 11 paid federal holidays, plus the week off between Christmas Eve and New Year's Day. (17 paid holidays total.)
- 5 weeks paid parental leave; option to add 7 weeks unpaid.
- Professional development opportunities.