



## **Position Description**

**Job Title:** Outreach Coordinator (Lancaster County, PA)

**Reports To:** Director of Outreach

**Supervises:** None

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

**Organizational Background:** Interfaith Partners for the Chesapeake (IPC) works to inspire and equip people of faith to honor, 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 2010, IPC has engaged over 400 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 structured as fully remote, focused on outreach in Lancaster County. Remote work is a privilege afforded to staff who perform with highly disciplined independence. IPC also has office space in Annapolis (7 Willow Street, Annapolis, MD 21401; currently this office space is not ADA-accessible) 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 Lancaster County, PA.

### **Outreach and Engagement of Congregations – 95%**

- Coordinate outreach and engagement with congregations Lancaster County, Pennsylvania, leading educational and inspirational activities, and representing IPC at outreach events in this region.
- With the support of the Director of 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, both in-person and virtual, engaging with local governmental planning committees, and more.
- Cultivate relationships with congregations and support them on their journey to be good stewards of the earth.
- Cultivate partnerships with local nonprofit and governmental partners, maintaining regular communication with partners, facilitating meetings, and coordinating collaborative events for the community.
- Prepare presentations and educational workshops for congregations or other community events, deliver such presentations, and public speaking.
- Track recruitment and engagement metrics using databases such as Airtable and NationBuilder. Prepare summaries or reports of outreach outcomes as requested to support the Director of Outreach's report preparation.
- Assist with grant reports as assigned.
- Maintain regular communication with IPC's partners in Lancaster County, including the Lancaster Task Force, to ensure communication and collaborative outreach.

**Other Duties – 5%**

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

**Position Requirements:**

- 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.
- College degree required.
- Ability to work in evenings or weekends since outreach activities may occur during non-business hours.
- 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.
- Ability to travel by personal car throughout south-central Pennsylvania, and Maryland, 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: Basecamp (or Asana), 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.
- Given the outreach region will be primarily Lancaster County, the ideal candidate will live within the county.

**Compensation:** \$20,000 to \$25,000 annual salary (based on 20 hours per week), commensurate with skills and experience. Includes paid vacation and holidays, medical/dental/vision benefits (cost-share between employer and employee), 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. A computer and peripherals will be provided to facilitate work-from-home; however, reliable internet at the home office must be provided by the employee.

**How to Apply:** In our effort to promote diversity in all aspects of our mission, we strongly encourage persons of under-represented races, religions and cultures to apply. Please upload a cover letter, resume and three (3) references, through our online portal [here](#), which can also be accessed by visiting us online 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 in April 2023.