

Position: Outreach Program Manager

Interstate Commission on the Potomac River Basin

Posted: May 25, 2023

For over eighty years, the [Interstate Commission on the Potomac River Basin](#) (ICPRB) has worked to improve the water quality of the Potomac River through science, regional cooperation, and education.

We are seeking a creative and motivated individual with a strong attention to detail to support the important work of the Communications Department in this small, collegial, non-regulatory agency. ICPRB focuses on water resources, drinking water, aquatic habitats, and environmental outreach and education. The Outreach Program Manager will play a key role in communicating the important scientific work of ICPRB, promoting public stewardship of the Potomac River, and coordinating with organizations working towards a similar mission. An excellent candidate for this position has a positive attitude, is excited to learn new skills and ideas, and has a passion for the environment.

Job Responsibilities

- Develop and coordinate new and existing educational outreach programs and materials in both traditional and non-traditional learning environments.
- Create content for social media accounts, newsletters, email campaigns, press releases, and other public-facing venues.
- Staff an educational table at festivals and other community events, engaging the public on the Potomac River and its related resources.
- Create and execute events complementary to ICPRB's current public outreach campaigns (like the Walk in the Woods series).
- Plan and execute outreach and educational programs.
- Support the Executive Director in outreach efforts to local, regional, and federal government officials.
- Provide communications support to the Potomac River Basin Drinking Water Source Protection Partnership.
- Act as the staff liaison to the Commissioner's Committee on Diversity, Equity, Inclusion and Justice (DEIJ).
- Participate in other appropriate workgroups and committees, as assigned by the Communications Director.
- Support and enhance the activities of watershed groups, regional governments, and other organizations working to protect and enhance the waters and related resources of the Potomac River basin.

Qualifications/Skills

- Excellent verbal and written communications skills for a variety of audiences.
- Ability to successfully communicate and work with a diverse range of people, from citizen environmental groups to state agency personnel, and design/initiate program enhancements or new projects based on those relationships.
- A working knowledge of the following: newsletter platforms (Mailchimp), Microsoft Office applications, CMS (Wordpress), Canva, event management platforms, and major social media platforms.

Education and Experience Requirements

- A bachelor's degree is required. Desired fields of education include (but are not limited to) communication, environmental science, biology, or other related fields.
- At least four years of outreach-related experience. A wide-range of experiences will be accepted for this requirement. This includes paid positions, volunteer positions, internships, education, etc.
- Experience in event management.

- Experience successfully executing environmental education programs.
- Experience working with diverse communities and implementing DEIJ principles.
- Experience designing and communicating educational materials for a variety of audiences, including the public, elected officials, educators, and others.
- Experience preparing written communications such as press releases, news articles, etc.
- Desired but not required: Spanish-speaking; writing and reporting grants; knowledge of ArcGIS Online.

Position details

- Some travel will be required.
- Candidates will be required to work occasional weekends and evenings.
- Salary is in the range of \$55,000-65,000, commensurate with experience. ICPRB provides an excellent benefits package, including retirement and a generous telework and leave policy.
- Applications are due by COB June 30, 2023.
- Job Type: Full-time
- Work Location: Rockville, MD
- Candidates must be able to reliably commute to Rockville, MD, or plan to relocate before starting work.
- To apply, please send a resume and cover letter to info@icprb.org.

ICPRB is an Equal Opportunity Employer that strives to maintain a diverse workforce. No applicant or employee will be discriminated against because of race, sex, gender, identity, age, religion, national origin, veteran status, political affiliation, disability, or any other non-job-related factors. Individuals shall be considered for employment and advancement solely based on qualifications and abilities for this specific position.