



**GUNPOWDER
VALLEY**
CONSERVANCY

Communications & Outreach Coordinator

Gunpowder Valley Conservancy (GVC) is a Maryland-based nonprofit land trust and conservation organization dedicated to protecting and restoring the Gunpowder Watershed. Through land preservation, tree planting, stormwater management, and community engagement, we work to ensure healthy lands, clean water, and resilient communities.

We are seeking an enthusiastic, organized, and people-centered **Communications & Outreach Coordinator** to help advance our mission to *engage, connect, and inspire people to restore and protect the Gunpowder Watershed*.

Position Overview

The Communications & Outreach Coordinator plays a key role in connecting GVC's work with the communities we serve. This position combines **in-person outreach, digital communications, and organizational support**, and is ideal for someone who enjoys both face-to-face engagement and behind-the-scenes communications work. The Coordinator will represent GVC in the community, help tell our story through email and web platforms, and support outreach tracking and reporting.

Position Term, Schedule, Salary and Benefits:

- Salaried at 30 hours per week; exempt employee
- \$22.08/hour
- Reimbursement of roundtrip travel mileage from home to worksite up to 70 miles (\$0.67 cents/mile).
- Paid holidays, sick leave, and paid vacation
- Training and coaching in Diversity, Equity, Inclusion and Belonging (DEIB)
- Optional health insurance plan available
- Optional participation in MarylandSaves retirement program

Location:

This position is structured to be a combination of remote and field work, focused on outreach within the Gunpowder watershed, which is located primarily in Baltimore County, with portions in Harford, Carroll, and York counties. Travel to in-person events and meetings within the service area required. Employee must provide their own vehicle, workspace, and reliable internet service. A computer will be provided.

Key Responsibilities

Under the direction of the Land Stewardship and Outreach Manager:

In-Person Outreach & Community Engagement

- Represent GVC at community events including festivals, workshops, meetings, volunteer events, and tabling opportunities.

- Engage residents, landowners, volunteers, and partner organizations in GVC programs and initiatives.
- Prepare and organize outreach materials, including educational signage, gear/uniforms, philanthropic materials, and more, in alignment with GVC's brand standards.
- Assist with logistics for outreach events, including setup, breakdown, and materials management.
- Support relationship-building with community members and partner organizations.

Website & Email Communications

- Update GVC's website with accurate, timely content including event listings, program updates, and organizational announcements.
- Draft, schedule, and send engaging email communications to volunteers, donors, partners, and community members in line with overarching email strategy.
- Manage and maintain the email database to ensure accuracy and effective audience segmentation.
- Assist with storytelling and content development to highlight GVC programs, impact, and opportunities for engagement.

Data Tracking & Organizational Support

- Track outreach, recruitment, and engagement metrics across programs and events.
- Prepare summaries, data reports, and written materials as requested.
- Participate in staff meetings, team-building activities, organizational events, and board meetings as needed.
- Support cross-departmental coordination related to outreach, events, and communications.

Qualifications

Required

- Bachelor's degree in communications, marketing, environmental studies, sociology, public health, political science, or related field; OR equivalent combination of education and experience.
- At least two years of experience in community outreach, communications, or environmental work (internship, volunteer, or paid experience).
- Excellent written and verbal communication skills.
- Strong organizational, time/project management, and multitasking abilities.
- High attention to detail and accuracy, especially in data and communications.
- Strong data management and record-keeping skills.
- Ability to work independently and collaboratively as part of a team.
- Comfort with public speaking and engaging diverse audiences.
- Proficiency in Microsoft Office Suite.
- Proficiency with Mailchimp or a similar email marketing platform.
- Proficiency with WordPress or a similar website content management system.
- Experience creating graphics and outreach materials using tools such as Canva.
- Access to a personal vehicle and ability to travel to in-person events and meetings.
- Home workspace with reliable internet connection.
- Flexibility to work evenings and weekends.

Preferred

- Familiarity with rural communities within the Gunpowder Watershed.
- Familiarity with environmental and watershed-related issues in the region.

Why Work at GVC

- Meaningful work that protects drinking water, forests, and communities.
- A collaborative, mission-driven team that values creativity and initiative.
- A balance of outdoor, community-facing work and remote computer-based tasks.
- Opportunities to grow skills in environmental communications and outreach.

How to Apply:

Send your cover letter, resume, and three references to info@gunpowdervc.org by January 7, 2026 at 9pm.