



## **Outreach Coordinator**

Permanent, 20 hours per week position with a flexible schedule; some evenings and weekends.

## **Mission**

Tualatin Riverkeepers (TRK) is a community-based organization working to protect and restore Oregon's Tualatin River system. TRK builds watershed stewardship through education, public access to nature, restoration and advocacy.

## **Position Description**

TRK inspires conservation of the Tualatin River and its watershed through outreach and recreation programs. The Outreach Coordinator coordinates all aspects of these programs which include guided paddle trips, watershed hikes and community outreach events. This position requires explaining TRK's mission and programs to the public as well as encouraging the public to become members of and volunteer for Tualatin Riverkeepers.

## **Duties**

- Volunteer recruitment and coordination
- Organizing, coordinating and assisting with paddle trips, hikes and other events
- Volunteer trainings for the paddle trip program
- Supervision and hiring of seasonal staff at Cook Park Summer Boat Rentals
- Community presentations
- Administrative duties as needed

## **Minimum Qualifications**

- Experience working with diverse community members
- Knowledge of water recreational gear
- Experience coordinating and facilitating trainings and workshops
- Public speaking skills
- Experience engaging and managing volunteers
- Excellent organizational and interpersonal communication skills
- Able to lift and maneuver up to 50 pounds and be able to walk long distances
- Computers skills including Microsoft software and registration software
- Valid driver's license and reliable transportation

## **Preferred Qualifications**

- Ability to speak and understand Spanish

Submit resume and cover letter to Margot Fervia-Neamtzu, Tualatin Riverkeepers, 11675 SW Hazelbrook Rd, Tualatin, OR 97062 or [margot@tualatinriverkeepers.org](mailto:margot@tualatinriverkeepers.org).

Salary: \$20,000 annually

Closing date: May 15, 2018