

**Nisqually River Foundation**  
**Nisqually River Council Program Coordinator**  
**Posted: September 1, 2021 - Open until filled**

The NRC Program Coordinator works under the supervision of the Executive Director to staff the Nisqually River Council and related activities supporting a healthy and sustainable Nisqually Watershed. The Coordinator is responsible for planning and facilitating monthly Nisqually River Council and committee meetings with up to 40 community and government representatives and for drafting correspondence, plans, and communications on behalf of the NRC. The Coordinator leads public outreach on behalf of the NRF and NRC through social and traditional media channels and community events. This position also works with the Executive Director and other Foundation staff on grants and fundraising efforts and assists in implementing environmental education, volunteer, and stewardship programs.

**Duties:**

Coordinate monthly meetings and associated activities of the Nisqually River Council (30%)

- Attend all meetings of the NRC and its committees (Citizens Advisory Committee, Water Planning Unit, and others as needed).
- Establish and distribute agendas.
- Record and distribute meeting minutes.
- Plan and facilitate NRC-sponsored meetings, workshops, and other public events.
- Assist the NRC and its committees in setting priorities, developing work plans, and implementing actions or strategies in support of the Nisqually Watershed Stewardship Plan.
- Monitor local policy and planning processes within the Nisqually Watershed and draft comments and correspondence on behalf of the NRC.
- Maintain NRC records and files.

Lead public outreach and education on Nisqually Watershed issues (25%)

- Update and maintain NRC and NRF website.
- Maintain active presence for the NRC and NRF on social media platforms.
- Write and distribute blog posts, press releases, and newsletters publicizing news and events to appropriate audiences.
- Coordinate with internal and external partners on shared initiatives and events, including the Nisqually Watershed Festival, Nisqually River Education Project, volunteer stewardship events, and others.
- Support volunteer training, recruitment, and management for NRF programs.

Support organizational development goals (20%)

- Assist in developing grant opportunities to support Council and Foundation activities.
- Assist in fundraising activities and donor tracking.

Develop and implement the Nisqually Stream Stewards Program a free class targeted at adults and open to anyone interested in learning about the Nisqually Watershed. (15%)

- Develop new curriculum for the redesigned Stream Stewards Program
- Coordinate participants, speakers, and class logistics
- Provide opportunities for graduate volunteers in the watershed in cooperation with Watershed partners and track volunteer participation

Support implementation of other Nisqually River Foundation programs (10%)

**Required Qualifications:**

- Bachelor's degree or equivalent relevant experience.
- Ability to work independently and in a team, establish work priorities, and manage time effectively.
- Excellent written, presentation, and interpersonal communications skills and ability to express ideas clearly to audiences with various levels of technical understanding.
- Excellent organizational skills.
- Ability to build positive relationships and work effectively with people of diverse backgrounds, including community stakeholders and government agencies.
- Enthusiasm for working in outdoor settings, including adverse weather conditions.
- Proficiency with Microsoft Office, Google Suite, and social media applications.
- Valid driver's license and transportation (mileage is reimbursed).
- Availability to work occasional evenings and weekends (1-2 times per month).
- Covid-19 vaccination required.

**Desired Qualifications:**

- Experience using graphic design, WordPress, and contact management tools.
- Knowledge of regional natural resource issues, including but not limited to water quality, watershed management, salmon recovery, and climate change.
- Experience working with tribal communities.
- Experience crafting and implementing multi-platform public outreach and communications strategies.

**Job status:** Full-time, salaried position with variable hours (some evenings and weekends)

**Salary and benefits:** \$40,000 to \$45,000/year, depending on experience. Benefits include vacation, personal leave, federal holiday, and fully employer paid health insurance coverage including medical, dental, and vision.

**How to Apply:** Submit a cover letter, resume, writing sample, and three references to [justin@nisquallyriver.org](mailto:justin@nisquallyriver.org).