

**Georgia ForestWatch
Outreach Coordinator
Job Description 2019**

Direct Supervisor: Executive Director

Primary Responsibilities: The Outreach Coordinator is responsible for:

- Understanding and communicating Georgia ForestWatch's history and key issues.
- Establishing and maintaining ongoing communication and relationships with ForestWatch members and the public, and
- Developing and executing programs and activities designed to increase membership and generate financial support.

Specific Areas of Responsibility Include:

- Organize and administer ForestWatch hikes and outings, including promotion using social media.
- Collaborate with board, staff, and volunteers to organize major events.
- Coordinate volunteer efforts for Georgia ForestWatch.
- Develop partnerships and maintain relationships with other conservation organizations and with the local community.
- Develop outreach materials such as handouts, brochures, and other promotional resources.
- Offer presentations to promote ForestWatch to community groups and potential members.
- Work with the Director to expand fundraising efforts and track donor appeals.
- Act as the organization's EarthShare representative.
- Work with staff and board to develop and maintain a strategic plan for outreach.
- Coordinate staff visits with Foundations and assist the director in writing grant proposals.

Job Requirements:

- Excellent communication skills, both orally and in writing.
- Experience in the use of social media and the WordPress website platform.
- Ability to lead and manage volunteers and work harmoniously with staff and board members.
- Computer skills, including proficiency with Microsoft Office products.
- Ability to work flexible hours occasionally to accommodate weekend and evening events.
- Some vehicle travel required, particularly to the Atlanta Metro area.

Desirables:

- Undergraduate college degree in the areas of communication, marketing, community organizing, environmental science or social change organizations.
- Past work experience in nonprofit conservation and/or other social change organizations.
- Experience with Constant Contact and/or Donor Perfect software.

Salary: Negotiable, based on experience and expertise.

Please submit a résumé, which should include a cover letter and three professional references, to:

Outreach Coordinator
c/o Georgia ForestWatch
81 Crown Mountain Place
Building C, Suite 200
Dahlonega, Georgia 30533

Deadline for submission is February 15, 2019. Screening will begin February 18, 2019 and will continue until the position is filled.