



Beaver Watershed Alliance Outreach Coordinator Position Description

Salary: \$34,000 plus benefits

Outreach coordinator – Assist Outreach Director to coordinate and manage Facebook, Twitter, and Instagram accounts. Assist with monthly eNews. Assist with maintenance of Beaver Watershed Alliance web site including upgrades. Assist with preparation of bi-monthly and quarterly newsletters including editing and preparation of articles, formatting, mailing, and distribution of newsletters.

Educational programming – Assist and coordinate education with BWA staff outreach events including open space education, landowner workshops, field work days, quarterly speaker series, annual symposium, community outreach events, and other educational events and programs.

Technical assistance to landowners - Assist program coordinators working in the Richland Creek, White River, and War Eagle Creek Subwatersheds with landowner contacts and coordination. Assist with landowner site visits.

Needed skills: Experience with MS Office products including Publisher, Word, PowerPoint, Outlook, and Excel. Experience with Adobe Creative Suite. Experience managing social media accounts for non-profit organizations. Experience with best management practice implementation and outreach. Strong writing skills.

Education: BA in communication or related field with 2 years' work experience in environmental science or ecology preferred.

Resumes are requested by Dec. 31, 2018. Send resume to: clell@beaverwatershedalliance.org

The Mission of the Beaver Watershed Alliance is to proactively protect, enhance and sustain the water quality of Beaver Lake and the integrity of its watershed through outreach and education, voluntary best management practice implementation, and scientific investigation.

Located in Springdale, Arkansas, our office is located near the Razorback Greenway on the transition between the Springfield Plateau and Ozark Mountains. For more information about the Beaver Watershed Alliance please visit www.beaverwatershedalliance.org