

Outreach & Communications Assistant (Part-Time)

Organization: Beaver Watershed Alliance (BWA)

Location: Northwest Arkansas (Office location 162 Doolin Dr., Elkins, AR)

Position Type: Part-time, up to 20 hours per week at \$18 per hour

Posting Date: June 24, 2026

Close Date: July 10, 2026

Position Summary

Beaver Watershed Alliance is seeking a dependable, highly motivated individual to support our growing outreach and communications efforts throughout Northwest Arkansas. This person will assist with public events, educational campaigns, digital communications, and special projects that help connect communities to water quality conservation efforts. You will have the opportunity to contribute to team brainstorming sessions on creative campaigns and work on creative collaborations.

This role is ideal for someone who enjoys nonprofit work, conservation, communications, and community engagement and is excited to help tell impactful stories about protecting our region's drinking water source.

The schedule is flexible but will require occasional evening and weekend availability for outreach events and community programming.

About Beaver Watershed Alliance

Beaver Watershed Alliance is a nonprofit organization dedicated to proactively protecting, enhancing, and sustaining water quality in Beaver Lake and the integrity of its watershed. The Alliance works collaboratively with landowners, producers, agencies, researchers, and community partners to advance voluntary, science-based conservation practices on working lands.

As a science-based organization, we develop innovative, on-the-ground solutions and engage multiple communities to address local challenges in watershed management in the Northwest Arkansas region. Our work is focused on Source Water Protection efforts for Beaver Lake, our drinking water source for now 1 in 5 Arkansans, or over 600,000 residents. Our work is guided by the Beaver Lake Watershed Protection Strategy, a US EPA accepted plan. Our values are centered on a commitment to sustainable, high-quality water supplies, diversity and respect for all people, communities, and cultures and serving the Northwest Arkansas region to the best of our ability.

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Primary Responsibilities

- Assist with outreach booths and tabling events throughout the Beaver Lake watershed.
- Support signature events, including the Annual Friendraiser and War Eagle Appreciation Day.
- Making small but impactful asks, including requests for small donations from community businesses and partners for events, and polite asks for newsletter and volunteer sign-ups at events.
- Distribute educational materials and flyers throughout Northwest Arkansas communities.
- Assist with website updates and content management.
- Help create and schedule social media content.
- Assist with blog writing, newsletters, and storytelling efforts.
- Capture photography and videography content for outreach campaigns (preferred but not required).
- Serve as Event Media support through documenting events with photography/videography
- Support staff with educational workshops, partner events, and community engagement opportunities.
- Assist with organizing outreach supplies, event materials, and promotional items.
- Track outreach metrics and help document community impact.
- Participate in staff meetings and support a positive team culture.
- Other duties as assigned to support Beaver Watershed Alliance programs and initiatives.

Qualifications & Skills

Preferred Education/Experience:

- Pursuing or completed coursework in Communications, Marketing, Journalism, Public Relations, Environmental Science, Natural Resources, Nonprofit Management, or a related field.
- Equivalent professional experience will also be considered.

Desired Skills & Attributes:

- Passion for conservation, environmental stewardship, and nonprofit work.
- Strong verbal and written communication skills.
- Comfortable engaging with the public and representing the organization professionally.
- Experience with social media platforms and basic website management.
- Photography, videography, and/or graphic design skills are a plus.
- Organized, dependable, and detail-oriented.
- Self-motivated with the ability to work independently while also collaborating as part of a team.
- Strong interpersonal skills and a positive attitude.
- Familiarity with Northwest Arkansas communities is a plus.
- Must have reliable transportation and a valid driver's license.
- Willingness to occasionally work evenings and weekends for events.

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Benefits & Opportunities

- Flexible work schedule.
- \$50 monthly cell phone stipend (based on hours worked/eligibility).
- Mileage reimbursement at the federal rate for work-related travel.
- Networking opportunities with regional conservation partners and leaders.
- Opportunities to participate in field work, workshops, and professional development activities.
- Hands-on experience in nonprofit operations, communications, and environmental conservation.
- Work alongside a passionate, collaborative team dedicated to protecting Northwest Arkansas' drinking water source.

Functions of All Staff

- Support Beaver Watershed Alliance's mission of protecting and improving water quality in the Beaver Lake watershed.
- Engage respectfully and professionally with landowners, partners, and community members.
- Participate in weekly staff meetings (Tuesday) and contribute to a positive and collaborative work environment.
- Follow all organizational policies, safety protocols, and best management practices.
- Attend Board Meetings.
- Occasionally work on weekends or after-hours as required by special events.

Additional responsibilities may include working with the Alliance and partners on other watershed initiatives as needed throughout the year.

For more information about the Beaver Watershed Alliance please visit www.beaverwatershedalliance.org.

Additional Information

This is a part-time position and is not eligible for full-time benefits. Work hours are flexible within program needs and seasonal priorities.

What the Alliance will provide:

- Phone stipend of \$50 per month.
- Mileage reimbursement for work-related travel is provided at the federal rate.
- Laptop and business cards to conduct work.
- Any equipment or apparel needed to conduct work.
- Educational opportunities beyond daily work experiences.
- Opportunity to participate in land conservation and environmental education workshops.

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Schedule

- Work up to 20 hours per week
- Flexible scheduling
- Tuesday morning availability required for weekly staff meetings
- Some nights and weekends (Saturday availability for volunteer events)
- Must be able to attend bi-monthly Board meetings

Application Details

To apply, please follow these instructions: Send your resume and/or combined files to becky@beaverwatershedalliance.org in one PDF Document labeled “**Outreach Support_Your Name.**” Please only send one PDF document, with all files combined. Any application not meeting these submission requirements will be disqualified.

The Alliance offers its programs to all eligible persons regardless of race, color, sex, gender identity, sexual orientation, national origin, religion, age, disability, marital, parental, or veteran status, genetic information, or any other legally protected status.

Thank you for your interest in working with the Beaver Watershed Alliance.

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