

Saginaw Basin Land Conservancy AmeriCorps Member Description

POSITION TITLE: Outreach and Education Coordinator

REPORTS DIRECTLY TO: Executive Director

DATE: DRAFT February 25, 2009

LOCATION: Bay City, MI

BASIC PURPOSE:

The Outreach and Education Coordinator will work with and assist the executive director, staff, and committees of the board of directors to develop and implement a program to educate people about the importance of wetlands and land protection, including volunteer recruitment and coordination.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- Identify volunteer opportunities that meet the needs of the Conservancy
- Recruit volunteers and track their interest and participation
- Coordinate logistical aspects of special events, educational activities, presentations: including planning, communications, follow-up and other duties
- Develop and implement a promotional program to offer volunteer opportunities through SBLC
- Match volunteer interests and experience with the organization's needs
- Work with staff and volunteers to generate outreach materials and communication about wetlands and land conservation
- Assist in grant proposals for AmeriCorps member projects (less than 10% of their time)
- Participate in county fairs and other community-based activities to educate about land protection and natural resources
- Develop and implement outreach strategies to schools, community groups, landowners, etc. regarding educational opportunities on watershed stewardship and land protection
- Identify potential project partners for educational activities
- Develop scheduled workdays/projects at Conservancy-owned preserves
- Conduct educational activities at preserves or other locations with an emphasis on Iosco and Ogemaw Counties to raise awareness of land conservation
- Develop an understanding of the demographics and "culture" of Iosco and Ogemaw Counties
- Develop list of key contacts, businesses, organizations within Iosco and Ogemaw Counties
- Promote Conservancy programs and activities, such as the Photo Contest, in Ogemaw and Iosco Counties.

Huron Pines AmeriCorps Requirements:

- Prepare and submit bi-weekly workplans
- Maintain and submit accurate timesheet and mileage reimbursement form
- Conduct at least two presentations to community groups about Huron Pines AmeriCorps
- Engage at least 20 volunteers in resource stewardship activities
- Submit 3 "Great Stories"
- Provide regular project updates and photos for the website
- Participate in three resource management/professional development trainings
- Participate in Huron Pines AmeriCorps Spring Service Project and at least two state-wide AmeriCorps trainings/service projects
- Represent yourself as a Huron Pines AmeriCorps Members at all times

KNOWLEDGE, SKILLS, AND ABILITY REQUIRED:

- Ability to handle a variety of tasks
- Excellent organizational and communication skills
- Familiarity with office procedures and protocols
- Computer knowledge required including email, Windows XP, Word and data-base software
- Knowledge of the natural environment of the mid-Michigan, including flora, fauna, water and other natural resources is beneficial
- Previous experience with communications and non-profit organizations helpful
- Energetic and possess the ability to take initiative, set priorities, and work independently

On occasion, work may be required at an off-site location. Use of a personal vehicle may be required to perform duties (mileage will be reimbursed). This is a 38 hour per week position, with some work occurring on weekends and in the evenings. A living stipend, health insurance, and school loan payment are provided as compensation for service by AmeriCorps Members.