



Job Description - Part Time Community Engagement Coordinator

Organization Overview:

Little River Wetlands Project (LRWP) is a 501(c)3 non-profit land trust founded in 1990 by a group of citizens concerned that 85% of Indiana's wetlands have been destroyed. Our mission is to restore and protect wetlands in the watershed of the Little River, a major tributary of the Wabash River, and to provide educational opportunities that encourage good stewardship of wetlands and other natural resources.

We protect over 1,300 acres in Allen and Huntington Counties in Indiana, including 5 wetland nature preserves and a 140-acre conservation easement on private land. Our free wetland education programs serve an average 10,000 people annually. Little River Wetlands Project has a culture of supporting each other in each of our roles within the organization.

The most important duty for the Community Engagement Coordinator is to be fully engaged in our mission and to be creative in ways to share our unique story with all of our stakeholders through media, graphics, events and personalized contacts.

Primary Responsibilities:

- Promote staff accomplishments in newsletters
- Manage social media outlets, and increase online presence
- Manage monthly e-newsletters to stakeholders using Mailchimp
- Manage LRWP's Website using WIX and update as needed
- Manage and create content for LRWP's social media platforms
 - Develop, post and schedule across all platforms
 - Create and update events
 - Post pictures sent to info@lrwp.org
- Assist with all of LRWP's external communications
- Manage LRWP presence at other organizations' outreach events

Qualifications:

- Excellent written and verbal communication skills
- Loves to handle multiple projects and tasks to completion
- Excellent organizational skills
- Detail and goal-oriented
- Self-motivated
- Comfortable building relationships and maximizing relationships in person, via phone, or email
- Demonstrates creative problem solving
- Ability to work independently and with a supportive team
- Willing to work occasional weeknights and weekends
- Passionate about LRWP's mission

Parameters

- Part Time (15 hours per week)
- Occasional nights and weekends

Please submit a resume, and three references including name, relationship, phone number and email address to Amy Silva Executive Director at info@lrwp.org.

Applications will be accepted until the position is filled.