

Job Announcement: Outreach & Events Coordinator

Background: The Corvallis Environmental Center (CEC) envisions a community in which People Learn, People Care, People Act. In pursuit of this vision, our mission is to educate, engage, and inspire people to create a healthy, sustainable community. We do this through nature-based education, local & healthy food initiatives, and energy conservation programs. The CEC was founded in 1994 as a grassroots effort to take action on environmental issues and today reaches over 15,000 people in Benton County through its programs and services.

Position Description: The Corvallis Environmental Center is seeking an Outreach and Events Coordinator to join our team. The Coordinator is responsible for communicating the mission of the CEC by connecting community members to the programs, initiatives and activities of the CEC. The position supports all CEC events, program outreach, business sponsorship, and general communication efforts. The Coordinator interacts with CEC staff and board, interns, volunteers, funders, community organizations, vendors, and the public. A successful candidate will be passionate about CEC's mission, enjoy putting on events, enjoy getting out into the community to promote CEC, be organized, creative, a self-starter, and have a flexible and adaptive approach. Occasional work on evenings and weekends is required.

Reports to: Executive Director

Location: Based in the CEC's downtown Corvallis office

Position Category: Full-time regular 35-40 hours per week, non-exempt

RESPONSIBILITIES

- Coordinate events (e.g. Earth Ball, SAGE Summer Concerts, Supper at SAGE, Wild & Scenic Film Fest and Family Fungus Fun)
- Recruit and train volunteers for event support
- Develop and maintain relationships with current and potential event sponsors
- Manage and update the CEC website, including event calendar, navigation and slider updates, and new page content
- Manage social media presence on Facebook and Instagram. Develop social media strategy and calendar for the year. Stay up-to-date with social media trends and strategies
- Work with program staff and designers to develop and create outreach materials, flyers, brochures, info handouts etc.
- Promote upcoming programs, events, workshops, internships, fundraising, and initiatives via list-servs, emails, posterings, etc.
- Submit press releases for events and programs
- Submit all program events to community calendars and websites
- Create and send monthly e-newsletter
- Coordinate and staff tabling events (e.g. Farmer's market, OSU non-profit internship fair, sustainability fair etc.)

- Communicate with CEC donors and constituents through personal responses, print and electronic media
- Update database to ensure current contact with CEC donors, sponsors, and constituents
- Promote of CEC volunteer and internship opportunities
- Recruit, train and oversee outreach and communications interns
- Seek out and design community window displays to promote CEC events
- Other duties as assigned

QUALIFICATIONS

- Proven written and visual communication skills
- Proven skills in building and retaining sponsorship relationships
- Experience using website management platforms
- Confidence in using social media platforms
- Experience planning and implementing high quality community events
- Excellent interpersonal skills
- Ability to work independently as well as part of a team
- Ability to work with people from diverse backgrounds
- Self-directed and able to take initiative

This job is performed in a shared office setting at a desk as well as at various community locations. It requires being able set up tables and other components at events, climb ladders, and lift up to 40 lbs. Off-site meetings or events may occur during the day, in the evening or on weekends.

To Apply

Please send your resume and cover letter to diane@corvallisenvironmentalcenter.org. The position is open until filled. Resume review will begin January 16th.