



## **Community Engagement Coordinator**

### **GENERAL SUMMARY:**

The Community Engagement Coordinator will implement a work plan developed by the Downeast Salmon Federation to implement community engagement strategies in conjunction with projects focused on the conservation and restoration of coastal rivers, streams, and salt marshes in eastern Maine.

The ideal candidate is someone with strong community outreach, communications, and organizational skills. She or he will possess the skills to engage communities in complex and often contentious projects dealing with diadromous fish and salt marsh ecology, conservation, and restoration in the region. Experience working collaboratively with communities, NGO's, the private sector, municipalities, and state and federal agencies, as well as experience managing multiple projects is preferred.

### **ESSENTIAL JOB FUNCTIONS:**

Community engagement is a critical piece of nearly all habitat restoration projects. For over 40 years, DSF has been a regional leader in engaging the community on complex ecological issues. The Community Engagement Coordinator will be primarily responsible for:

- Communicating with landowners, local businesses, and elected officials
- Helping to advance these communities' understanding of this multi-faceted restoration project and how it will benefit the overall resilience of the region and its residents
- Organizing and facilitating outreach events to gain knowledge of community sentiment and ways it might be enhanced
- Working with the town offices on current landowner information and maintaining an up-to-date database for the project team
- Attending selectboard and/or other town meetings and functions
- Working directly with a project team consisting of the associate director, habitat project manager, and land trust coordinator to advance projects to construction

**SUPERVISORY RESPONSIBILITY:**

Generally, none.

**EDUCATION AND EXPERIENCE:**

Required: Bachelor's degree with at least three years of related experience

At least three years of experience implementing community-based conservation, managing environmental projects, and/or communicating scientific information to a broad audience.

**KNOWLEDGE/SKILLS/ABILITIES:**

- Strong organizational and planning skills with attention to detail and follow-up
- Ability to work autonomously while keeping project partners apprised of progress, opportunities, issues, and problems
- Excellent oral and written communication skills
- Ability to write clear, structured, articulate, and persuasive fundraising proposals.
- Experience working with and/or for nonprofit organizations
- Demonstrated ability to work effectively and collaboratively with peers, associates, and a wide range of people
- Passion for and knowledge of community-based conservation
- Willingness and ability to work differing hours and travel as (and when) necessary, occasionally on weekends and evenings
- Working knowledge of Microsoft Office software programs and its capabilities

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Most of the work is performed in a normal office environment, with some field work performed in a variety of outdoor locations which requires an ability to manage uneven terrain and unexpected weather conditions and to work in remote locations. Operates computer, printer, and other office equipment. Significant offsite travel is required.

**COMPENSATION:**

This position comes with a competitive salary and benefits package. This position is based on grant funding for three years, continuation of the position will be based on the availability of funding and the selected candidate will be expected to assist in finding additional funding.

Please submit your cover letter and resume to Charlie Foster, Associate Director, at:

[charlie@mainesalmonrivers.org](mailto:charlie@mainesalmonrivers.org)