



BAINBRIDGE ISLAND LAND TRUST

EMPLOYMENT ANNOUNCEMENT

Community Engagement Associate

The Bainbridge Island Land Trust seeks an energetic and inspiring individual to join our team to engage the community and help fulfill our mission: *to preserve and steward the diverse natural environment of Bainbridge Island for the benefit of all.*

The full-time position provides an opportunity for a community-oriented individual to play an important role within the Land Trust organization. The Community Engagement Associate will communicate with and reach out to the community through inspiring stories and messages about our mission, engage volunteers, and help promote and coordinate mission driven campaigns, educational events, and activities. This position will be responsible for implementing the outreach strategies and goals of the organization. Job functions include the following:

- **Community Outreach and Engagement:** Coordinate and support existing community outreach and education events including, Annual Meeting, Bioblitz, Free Invasive Weed Disposal, 4th of July, Native Plant Sale, and other Land Trust activities. In conjunction with Outreach Committee, help develop and implement new outreach events and activities aimed at increasing the visibility of the Land Trust, engaging our membership and providing meaningful volunteer and educational opportunities that advance our mission. Lead staff representative to the Outreach Committee.
- **Digital and Print Media Outreach:** Manage all social media platforms, coordinate with other staff and Outreach Committee to develop social media, digital and print presence strategy for the organization, and implement strategy on a daily basis including website updates, Facebook and Twitter posts, MailChimp e-news, press releases and print media communications. Manage editorial calendar to ensure proper drafting and development of communications for media and press deadlines, allowing for adequate public notice.
- **Event Promotion:** Work with staff and graphic designer to develop materials for event promotion including postcards, posters, and print & digital ads. Use online tools such as Facebook, community calendars, and e-newsletters to promote events.
- **Website:** Working with Development/Membership Director and other staff on content, manage and update website and coordinate regular website maintenance using a Wordpress platform.
- **Signage:** Work with the Stewardship Team to develop necessary signage for new and existing conservation properties. Prepare and distribute appropriate signage for certain events such as the Preservation Partners Party (annual fundraiser) and Native Plant Sale.
- **Volunteer Coordination:** Respond to volunteer inquiries, recruit and coordinate volunteers for First Wednesday Work Parties, office work, and events including the Land Trust Annual Meeting, 4th of July,

Preservation Partners Party, Native Plant Sale, and other events. Prepare thank you and follow up notes to volunteers.

- **Volunteer & Event Tracking:** Maintain Volunteer contact/engagement information through use of Salesforce CRM database. Manage event and participant information with Salesforce campaigns.
- **Outreach Committee Liaison:** Lead staff representative for the Land Trust Outreach Committee. Implement community outreach strategies in conjunction with other Land Trust staff, committee, and board members.
- **Work Parties:** Organize and co-lead work parties with Land Trust Stewardship Coordinator. Includes volunteer recruitment and management.
- **Salesforce Database:** Working with Development Director and Stewardship Coordinator, manage Salesforce database with Land Tracker application for member, land, and volunteer tracking.
- **Support Donor Relationships:** Work with the Development/Membership Director to maintain relationships with Land Trust members, supporters and sponsors. Enter donor/donation data in Salesforce and prepare necessary tax/thank you letters.
- **Fundraising Events and Parties:** Work with the Fundraising & Development Director, and the Administrative Assistant to support the Preservation Partners Party committee in the planning and execution of the annual fundraiser. Support additional fundraising and celebration events as needed.
- **Special Projects:** Support organization's efforts in messaging and engaging the community with special land conservation projects.

The successful **Community Engagement Associate** applicant will be personable, organized and able to work independently in addition to being part of a conservation-minded staff, board, and volunteer team. Candidate needs to be an excellent writer with skills in implementing successful community engagement activities, and experience working with and motivating volunteers. Practical knowledge of print, digital and social media to ensure accuracy and timeliness a must. Strong verbal communication skills necessary; excellent computer skills required including Microsoft Office. Past use of Salesforce or other customer relationship management database, as well as website platforms desired. Familiarity with GPS units and/or ArcGis software a plus. Must be able to manage confidential information with discretion and integrity.

Position requires occasional evening and weekend work and the physical ability to pick up and move materials weighing up to 30 pounds. A valid driver's license and background check required. Use of vehicle required at times. Strong conservation ethic preferred. Familiarity with Bainbridge Island a plus.

Approximately 35-40 hours per week (exact schedule to be mutually determined) with occasional additional hours as events require. This is a full-time, hourly position and includes benefits. Salary commensurate with experience.

TO APPLY, SEND COVER LETTER, RESUME AND A PROFESSIONAL OR EDUCATIONAL WRITING SAMPLE TO:

Debbie Rimkus
Office Administrator
debbie@bi-landtrust.org

APPLICANTS ARE ENCOURAGED TO SUBMIT MATERIALS AS SOON AS POSSIBLE AND NO LATER THAN NOV 15.