



JOB ANNOUNCEMENT Community Relations Coordinator

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DATE ANNOUNCED: May 18, 2017

DURATION: Part-time, 24-30 hours per week, with possibility of growing toward full-time in future.

LOCATION: This position is based primarily in our Fort Collins office. WRV has offices in Boulder and Fort Collins.

APPLICATION DEADLINE: Monday, June 5, 2017, or until position is filled

Wildlands Restoration Volunteers seeks a Community Relations Coordinator (CRC) to recruit and coordinate volunteers, support our volunteer projects, conduct community outreach, build community partnerships, plan community events, provide administrative support for our staff and volunteers, and maintain a well-functioning office environment.

Knowledge and Skills Required:

- Experience managing an office, answering phones
- Experience with data entry and filing
- Ability to organize, prioritize & multi-task
- Excellent written and verbal communication skills
- Strong teamwork skills
- Experience with community outreach and building partnerships
- Event planning
- Working knowledge of office equipment
- Proficient with MS Office (Excel, Word, Outlook), databases, and comfort with technology
- Minimum of two years of relevant experience
- College degree preferred
- Experience supporting a large volunteer community is a plus
- Desktop publishing a plus

Personal Qualities Desired: Flexible, self-motivated, energetic, enthusiastic, proactive, interpersonal skills, professional, responsible, able to meet deadlines, detail-oriented, committed to precision, willing to work evenings/weekends as needed, committed to public land stewardship, interest in volunteerism and service, and a good sense of humor.

Additional Skills Desired: GIS proficiency, grant writing experience, advanced editing skills, natural resources background.

COMPENSATION: 12 months per year position, with benefits. Hourly rate is \$15 to \$22 per hour, commensurate with experience.

Application Process: Submit a cover letter, resume, and completed application form (available from WRV website) to fc_info@wlr.org. Applications will be reviewed immediately until position is filled.

Application form is available at:

http://www.wlr.org/wrv_forms/WRV_FC_Comm_Relations_Coord_App.doc

About Wildlands Restoration Volunteers: WRV is a 501(c)(3) nonprofit organization with offices in Boulder and Fort Collins, Colorado. WRV connects people with nature and promotes community-based involvement in the care of public lands. We engage thousands of volunteers (youth and adults) each year in a wide variety of hands-on ecological restoration and other land stewardship activities. Volunteers see the positive impact they can have on our public lands and develop a deep love of the places they have helped to heal. WRV is a lean and highly effective organization with staff of about 15.

Before applying for this position, we strongly recommend you visit our website at www.wlr.org.



Job Description

Community Relations Coordinator

The Community Relations Coordinator (CRC) is responsible for helping to successfully manage various office-related activities, filling various project team roles, managing outreach and other volunteer recruitment events, and assisting with volunteer coordination for stewardship projects.

Duties include: correspondence with volunteers; data entry; tabling at outreach events; providing support for 25+ annual projects and training events; answering phones; errands; bank deposits; filing; maintaining the office environment; maintaining merchandise inventory; and more.

Office Management (30%)

The Fort Collins office of WRV organizes over twenty restoration and stewardship projects each year. All program staff take a lead role in the effective planning and execution of these projects in a way that provides a safe, rewarding, and enlivening volunteer experience, while accomplishing tangible, high quality ecological goals. This position will be responsible for administrative assistance for all Fort Collins staff, including answering phones, data entry, photo copying, bank deposits, paying utilities, mailings, managing subtenant relationship, and other office duties as needed.

Outreach and Marketing (20%)

WRV actively recruits volunteers from Colorado and beyond to take part in restoration projects and other WRV activities. Even with a participation level of 3,500 volunteers annually, and a 30% return rate, ongoing recruitment is essential to maintaining a vibrant volunteer community. While all staff participate in some outreach activities, the Community Relations Coordinator helps to implement an outreach and marketing plan specifically focused on recruitment of volunteers for northern Colorado projects. This person will work with the Stewardship Coordinator and other WRV staff to coordinate efforts, and for support.

Staff Support & Volunteer/ Intern Supervision (20%)

The CRC will provide coordination of the day-to-day operations of the Fort Collins office. This includes following up with staff members to ensure that basic responsibilities are covered, supervising interns, signing of MOUs, and putting systems in place to ensure quality control of projects and the smooth functioning of the office. The CRC will collaborate with the Executive Director who will provide overarching strategic guidance and supervision to Fort Collins staff.

The CRC will also supervise and manage office volunteers and interns, and work with Fort Collins staff to coordinate intern/volunteer availability and fill project support needs, including nursery and site maintenance, willow harvests, project preparation, and project clean-up.

Partnership Development (15%)

The CRC will reach out to current community partners on a regular basis to maintain connections and look for new partnership opportunities that would benefit our work and our community.

Social Events (10%)

The CRC will take the lead on organizing a variety of community events for our volunteers including our Spring Potluck, Appreciation Dinner, Leader Team Night, and Leader Socials, and assist with facilitating other social events as needed.

Project Management (5%)

The CRC may also act as “WRV Staff Liaison” (WSL) to the project leadership team for one or two projects per season. This role includes recruiting volunteers, communications with registered volunteers, logistical support, pre- and post-project admin, and providing official staff representation at the project.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Selection and retention in this position is contingent on a successful background investigation.

Wildlands Restoration Volunteers does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

WRV will provide reasonable accommodation to applicants with disabilities, where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact WRV directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.