

Redwood Coast Land Conservancy Outreach Coordinator - Job Posting

Job Summary:

The Outreach Coordinator facilitates the effective growth and outreach of the Redwood Coast Land Conservancy by performing a variety of development, community outreach and administrative tasks. This position is part-time (not to exceed 24 hours/week at \$20/hour) and is located in Gualala, CA. This position will begin as remote/work at home. Please send cover letter and resume to rclc@rclc.org by March 31, 2021.

The Redwood Coast Land Conservancy (founded in 1992) conserves and restores coastal lands and watersheds in southern Mendocino and northern Sonoma counties, and provides public access and education about our natural and cultural heritage. We invite you to lend your skills and passion to this critical and meaningful organization.

Duties/Responsibilities:

- Support grant management with preparation, organization and tracking of grant applications and grant reports.
- Develop, prepare and maintain an outreach and communications calendar.
- Coordinate activities for supporters, our volunteers and the public to highlight RCLC and conservation.
- Prepare press releases in coordination with the RCLC Fundraising/Outreach Committee. Develop business relationships and keep local newspapers and other publications apprised of RCLC activities and news.
- Support newsletter design and prepare for digital and hardcopy distribution.
- Work with the RCLC Fundraising/Outreach Committee on donor appeal letters and donor acknowledgements.
- Assist the website team with content and updates.
- Set up and attend Board meetings and committee meetings: take minutes, and track action items.
- Maintain and become proficient with membership management system (a cloud-based application).
 - Generate reports, member mailings and e-mailings
 - Maintain donor records and provide support to fundraising volunteers for donor contacts and appointments
- Maintain and organize Drop Box files, including correspondence, digital photos, press clippings, press coverage, land and property acquisition records.
- Organize new Gualala office to be efficient in storing documents and hosting meetings.
- Maintain office supplies. Coordinate with project managers on purchasing materials and supplies; obtain quotes and work with vendors to order and arrange delivery of supplies and materials.
- Perform other related duties as assigned.

Required Skills/Abilities:

- Proficient in Microsoft Office Suite and Drop Box
- Excellent interpersonal, verbal and written communication skills
- Ability to work independently as a self-starter
- Excellent organizational skills and attention to detail
- Understanding of clerical procedures and systems such as recordkeeping / filing
- Comfortable with online and web-based systems.

Education and Experience:

- Associate's degree preferred; Bachelor's degree a strong plus
- Three to five years of experience in an administrative or coordinator role

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times
- Valid CA driver's license
- Ability to work 1-2 evenings a month (to attend Board meetings)