



Prince William Sound Regional Citizens' Advisory Council

Job Description

Job Title: Outreach Coordinator, Exempt
Date: July 6, 2017
Job Reports To: Director of External Communications

Job Summary: This position coordinates and facilitates communication and interactions between PWSRCAC and its volunteers, member groups, and communities in the Exxon Valdez oil spill region and others. Main objectives include increasing visibility and awareness of PWSRCAC and its projects by coordinating presentations, participating in conferences, and through educational activities, and assisting project managers with specific outreach needs. This position works closely with the Information and Education Committee and manages projects related to outreach and education.

MAJOR RESPONSIBILITIES/ACTIVITIES

Community Outreach

- Travel to PWSRCAC communities to maintain contact with community members and develop and maintain contacts with interested individual as assigned
- Provide presentations or otherwise represent PWSRCAC at public events as appropriate, and speak to groups about PWSRCAC as opportunities arise (local government meetings, tribal or other member entity presentations, trade shows, conferences, classrooms, etc.)
- Keep board and committee members informed of visits to their communities
- Coordinate participation of volunteers and staff at public events as needed
- Assist with recruitment of committee volunteers
- Assist other staff with outreach needs
- Research, develop, promote, and manage special projects that enhance the community outreach program
- Travel as required

Coordination and Facilitation

- Assist with volunteer support and coordination in cooperation with other staff
- Work with volunteers and staff to foster effective communication between board members and their constituent groups, and committee volunteers, and their communities

- Coordinate participation in events, trade shows, and other forums related to PWSRCAC's mission
- Organize events such as community receptions and special community events
- Maintain and update the information booth and outreach materials
- Work with Project Manager Assistants to arrange agendas, set up meetings, and coordinate the activities for the Information and Education Committee, as well as providing updates and presentations to this and other technical committees
- Collaborate with staff on reaching goals of the community outreach program
- Assist staff as necessary on projects that have a community outreach component
- Write the Community Corner for the quarterly Observer newsletter
- Manage projects related to outreach and education
- Work with the Project Manager Assistants to develop and maintain an effective volunteer program, including recruitment, orientation, and training of new committee volunteers
- Coordinate in-school presentations with other staff

General

- Review publications and correspondence, as well as coordinating with other staff, to stay informed on projects and issues
- Attend board, executive committee, technical committee, project team and other meetings as appropriate
- Research, develop, and manage budgets for community outreach program and related projects
- Update the Oil Spill Curriculum as necessary for maintenance on the main PWSRCAC website
- Ensure that all work efforts are conducted in accordance with approved policies and procedures
- Stay informed on current oil spill prevention and response issues in Alaska

Youth Programs

- Administer Youth Involvement project through the management of two Request For Proposals annually, the coordination of an Information and Education Committee project team to review each set of proposals to provide funding recommendations, and the writing and management of contracts for approximately 10 partner projects per year
- Present PWSRCAC education programs for Youth Involvement project participants, for schools during community visits, for college field courses in the region, and for children's activities during conferences
- Coordinate direct involvement in Youth Involvement activities when possible, involving both volunteers and staff
- Maintain and replenish PWSRCAC education kits with Project Manager Assistant help
- Coordinate with technical committees and associated project managers to develop

appropriate projects and position descriptions for secondary and college youth interns

- Develop recruitment materials and plan, in conjunction with Project Manager Assistant, for internship advertising
- Administer volunteer paperwork and orientation for new youth interns, coordinate pay schedule and associated paperwork, and coordinate final exit surveys
- Update Youth Internship Manual as needed
- Supervise Information and Education Committee interns, as needed

Contract Management

- Draft requests for proposals (RFPs) for review and approval by the Contract Reviewer and senior management
- Work with the Project Manager Assistant to advertise RFPs and respond to inquiries
- Coordinate review of RFPs received
- Present contractor selection, within approved budget parameters, to the appropriate approving authority
- Negotiate and draft contracts in coordination with the Director of Administration and Financial Manager
- Review, manage and verify invoices and progress reports; work with Financial Manager and contractor to address contracting issues
- Assist contractors as needed
- Distribute deliverables as needed, in coordination with Project Manager Assistant
- Coordinate on-site visits as appropriate
- Keep the Executive Director and senior staff fully informed of project activity, and provide prompt briefings on all sensitive issues

MINIMUM REQUIREMENTS

Education

Bachelor's degree or equivalent experience in communications and community outreach

Experience

- Two years project management or similar experience
- Experience working with youth programs and partner organizations
- Contract management experience
- Demonstrated presentation skills
- Cross-cultural experience
- Working with volunteers

Special Abilities

- Considerable knowledge of
 - The region affected by the Exxon Valdez oil spill
 - PWSRCAC's history, structure, project work and mission

- PWSRCAC's communities and their history

Special Skills

- Working knowledge of Microsoft Office suite, Adobe Photoshop, and Adobe InDesign
- Strong coordination and facilitation skills
- Speak and write clearly
- Ability to work independently and in teams
- Work under pressure and meet tight deadlines
- Creativity in producing promotional items and events

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.