



Community Engagement Manager OR Coordinator Job Description

Eagle River Valley with offices in Eagle, CO

Eagle River Coalition advocates for the health of the Upper Colorado and Eagle River Basins through research, education and projects.

Eagle River Coalition (ERC) seeks a Community Engagement Manager to join a small, passionate and dedicated team. This position focuses on the implementation and streamlining of watershed education programs throughout the Eagle River Valley. Additionally, this position will oversee ERC marketing efforts and must be comfortable with public speaking. This is a single position with flexibility to hire at a Community Engagement Coordinator OR Community Engagement Manager level, depending on experience and qualifications. This position reports directly to the Executive Director.

Key Responsibilities:

- Work with local partners to complement and streamline watershed education programs throughout the Eagle River Valley.
- In partnership with the restoration team, develop and implement valley-wide education and marketing campaigns similar to Vail's "Restore the Gore" program.
- Organize and coordinate a Youth Water Festival annually for Eagle County's 5th graders.
- Create strategy, lead and partner alluring Watershed Immersion (such as: community float, Homestake day, Eagle Mine Tour) programs annually.
- Plan and coordinate all aspects of the Wild & Scenic Film Festival. Working with the Director of Development to meet fundraising goals.
- Oversee budgeting for events and programs.
- Work with the restoration team to incorporate an educational element in all volunteer projects and stakeholder events.
- Facilitate the publication of monthly articles in the Vail Daily.
- Manage MailChimp, sending out e-blasts, creating content, overseeing lists and overall strategy.
- Administer summer internship initiatives as needed.
- Support the Director of Development in fundraising efforts, including campaigns and grant writing.
- Drive the educational aspects of the Beyond Lawn Program while providing overall program support.
- Oversee social media marketing strategy and campaigns, posting as well as working with possible outside consultants.
- Work with the Director of Development to oversee website updates and blog posts.
- Oversee purchase and inventory of organizational swag.
- Provide support as needed to the Executive Director, Board of Directors and staff/consultants.
- Play an active role on the Programs and Projects team.
- Share in the responsibility of maintaining the office/workplace.
- Take on other duties as assigned.

Specific Skills Required:

- Degree in natural resources, education, or a directly related field or relevant experience.
- General understanding of Western water.
- Strong public speaking skills.
- Passion for fostering collaborative relationships and facilitating conversations among diverse communities.
- Event management experience.

Eagle River Coalition is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

- Grant writing, journalism, and related writing skills with an attention to detail.
- Proficiency with Microsoft Office and Google Suite.
- Familiarity with MailChimp, Canva, WordPress, and social media.

Specific Skills Preferred:

- Spanish language fluency/ proficiency
- Passion for advocacy and policy
- Experience in marketing and social media strategy
- Budget creation and management experience
- A willingness to learn and expand skills

Expectations for employment: ERC has a commitment to our staff culture and expects employee conduct that protects that culture. Our employees are self-starters with positive outlooks and have good organizational skills, attention to detail and clear focus on priorities. Our staff are creative, forward-thinking planners who are comfortable dealing with diverse community stakeholders, board members, and donors. Our staff are reliable and strong communicators. They are hard workers who are able to ask for direction and collaborate as part of a team. Our staff supports each other and offers assistance to each other whenever possible. We appreciate staff who are enthusiastic individuals with a sense of humor and passion for rivers and our natural world. Must have a valid Driver's License and pass a background check.

Compensation & Benefits: Full-time, exempt salaried position. Manager salary range is \$60,000-70,000. Coordinator salary range is \$50,000-\$62,000. Competitive benefits include health insurance stipend, paid vacation and holidays, sick leave beyond state requirements, wellness reimbursement, retirement plan with employer match.

Other Details: Typical business hours with some evenings and weekends required. Flexibility available. Work requires some physical exertion such as walking, standing, lifting (up to 50 lbs), carrying, or similar activities, sometimes in inclement weather.

How to Apply: Send a cover letter and resume to jobs@eagleriverco.org. Fill out the online application from our website. Applications will be accepted until the position is filled, but applicants are encouraged to apply as soon as possible. For more information about Eagle River Coalition, please visit eagleriverco.org