



## Public Engagement Coordinator

The Westport River Watershed Alliance, Inc. 2025

### Position Description

WRWA is seeking a dynamic Public Engagement Coordinator to help cultivate new members and community interest in the organization through creative marketing, writing, hands-on service opportunities, and more. This position reports to the Executive Director and works collaboratively with all staff. This is a full time position requiring occasional evening and weekend responsibilities.

### Responsibilities

- Maintain awareness of issues concerning the watershed and work with the Advocacy Committee to develop educational materials for the committee and public related to these issues.
- Help with adult/family outreach and on-site programs as requested by the education department.
- Maintain membership database and contact information.
- Write and email a monthly member newsletter. Work with staff to schedule their written contributions.
- Help maintain the WRWA website and social media platforms.
- Build media relations, request event coverage, and write press releases with assistance from staff.
- Design and distribute event flyers with Executive Director's approval.
- Develop and coordinate volunteer service programs and events such as beach clean-ups, electronics recycling, Summer Concert, etc. and publicize volunteer needs and opportunities with staff assistance.
- Organize and assist in training volunteers for outreach programs.
- Help solicit business memberships and sponsorships.
- Attend regional meetings and conferences as appropriate to the WRWA mission.
- Collaborate and assist in implementing co-sponsored events with local organizations.
- Support WRWA staff when applicable with related project support.
- Other duties as needed.

### Qualifications

- Bachelor's degree in environmental/natural sciences or communication with relevant science related experience, or equivalent.
- Advanced computer skills in Microsoft Suite, Google Suite, Adobe Suite, Wix, Constant Contact, or similar platforms.
- Exceptional writing, communication, and public speaking skills.
- Enthusiastic engagement and knowledge of the mission and activities of the WRWA.
- Ability to work comfortably and effectively with donors, staff and volunteers in a professional, organized manner.
- Strong interest and ability to communicate science concepts to a variety of audiences.
- Must have strong people skills, be a self-starter, perform well as a team player, and have a joyful, positive personality.
- Experience with graphic design, photography, videography, and post-production is a plus.
- Preference given to candidates with interest and/or experience with public education of adults and family groups.

### To Apply:

- Please email a cover letter, resume and 3 professional references to: Deborah Weaver, Executive Director, at [director@wrwa.com](mailto:director@wrwa.com)

### Deadline:

- Open until filled with application deadline of June 1, 2025

**Equal Employment Opportunity:** WRWA is committed to creating an inclusive workplace and encourages candidates of all backgrounds to apply, regardless of race, color, national origin, disability, religion, age, socioeconomic status, gender, or sexual orientation.