



Outreach Coordinator Friends of Milwaukee's Rivers, Inc. Job Description

Posted for Immediate Opening

Background

Friends of Milwaukee's Rivers (FMR) is a non-profit organization whose mission is to protect water quality and wildlife habitat and to advocate sound land use in the three Milwaukee area watersheds of the Milwaukee, Menomonee and Kinnickinnic rivers. FMR is the licensed Riverkeeper® for these three watersheds. Established in 1995, the organization pursues its mission through education, conservation, research and advocacy.

Position Description

The Outreach Coordinator's responsibilities focus on engaging members and constituents in recreational and volunteer events, communicating FMR's work through newsletter and tabling events, and managing FMR's office. The Outreach Coordinator is supervised by the Development Manager. This is a full-time position.

Responsibilities

Communication and outreach

- Produces quarterly newsletter, *River Currents*, including editing, production, mailing, and a portion of the writing.
- Maintains FMR's photographic resources.
- Facilitates public outreach activities such as tabling opportunities at local fairs and conferences.
- Maintains FMR's website and sends weekly or biweekly Riverkeeper News bulletins.

Member events and volunteer coordination

- Is responsible for coordinating FMR special events including the annual spring river clean up. Works with Board and Development Manager on annual event.
- Recruits, motivates, trains, manages and acknowledges FMR's volunteers.
- Schedules and coordinates other member events and volunteer opportunities such as member outings and canoe trips, additional site-specific clean ups, and volunteers to help with office work.

Membership and office management

- Assists Development Manager in preparing and mailing membership renewals and thank you letters.
- Administers and ensures FMR office functionality including purchasing supplies, timely bill payment and deposit of checks, petty cash management, office equipment maintenance, and file maintenance.
- Provides support for board meetings, including compiling and mailing board packets, setting up meetings and filing minutes.

Other

- FMR staff are expected to be flexible, and to take on additional duties as assigned, according to FMR's needs and the staff member's skill and abilities.

Qualifications

The successful candidate for the position of Outreach Coordinator will have the following qualifications:

- Bachelors degree in communication, English, creative writing, marketing, environmental sciences, or other relevant field. At least two years of relevant work experience.
- Demonstrated writing and editing skills.
- Strong interpersonal skills.
- Knowledge of computers, and software, as well as the ability to learn new applications. Experience in Microsoft Frontpage and the Adobe Suite especially helpful. Bookkeeping experience, or comfort with bookkeeping software, a plus.
- Ability to coordinate multiple, diverse projects, set realistic deadlines, and manage a timeline.
- Ability to resolve routine problems independently.
- Comfort in speaking to small groups and leading groups of volunteers.
- Attention to detail, balanced with the ability to prioritize work according to the organization's needs.
- Willingness to learn and grow with the organization.
- Valid driver's license.
- Willingness to work occasional weekends and evenings, and occasionally to travel overnight.
- Commitment to the environment.
- Canoeing, kayaking, boating, or fishing experience a plus.

Salary commensurate with experience and qualifications.

**Posted: 14 August 2007 for Immediate Opening
Applications will be reviewed starting 28 August, 2007.**

**Submit applications to: Laura Maker, Development Manager
Friends of Milwaukee's Rivers
1845 N. Farwell Avenue, Suite 100
Milwaukee, WI 53202**