FRIENDS OF RIDGEFIELD NATIONAL WILDLIFE REFUGE

Community Outreach and Events Coordinator

Administration and Outreach | Ridgefield, WA | Part-time

Reports to: Director of Operations & Board of Directors

ABOUT THE ROLE

Would you like to work for a non-profit organization focused on protecting the environment through community outreach and education? Do you like to organize events and focus on the details required to get things done? As our Community Outreach and Events Coordinator, you'll help plan and carry out events, recruit and organize volunteers, and engage members and donors. You'll also support the Director of Operations with administrative tasks such as mailings (electronic and physical), database entry, website and social media postings, and more.

RESPONSIBILITIES

- Membership management
- Online posting
- Volunteer recruitment and management
- Event planning and support
- Outreach tabling
- Social Media support
- Administrative tasks

REQUIRED QUALIFICATIONS

- Strong organization skills
- Social Media understanding
- Ability to manage groups of volunteers
- Enjoy working with people
- Able to work independently
- Computer access and comfort learning new programs
- Strong written and oral communications skills

Friends of Ridgefield National Wildlife Refuge is an equal opportunity employer.

- Flexible schedule: Must be available Monday – Thursday plus occasional evenings and weekends
- Ability to reliably transport themselves to the refuge, and events

PREFERRED QUALIFICATIONS

- Experience posting to websites
- Non-profit experience desirable
- Setting up and conducting Zoom meetings
- Experience with Google apps, presentation software, and other applications

POSITION DETAILS

- Remote Work (Must be able to attend in-person regular meetings and periodic events in and around Ridgefield, WA)
- Part-time, 20 hours per week, up to 30 around certain events (such as BirdFest & Bluegrass)
- Accrued sick leave pay
- $23 - $28/hr depending on experience

To apply, please send a single PDF, including a resume and cover letter, to: president@ridgefieldfriends.org

Open until filled.

Application materials received by December 15th will receive full consideration.