

Frenchman Bay Conservancy Outreach Coordinator

Organization Description:

Frenchman Bay Conservancy (FBC) is an accomplished land trust with high ambitions for greater land conservation. We have conserved over 14,000 acres of land through fee ownership and conservation easement over the past 36 years. FBC is an accredited 501(c)(3) nonprofit in Hancock, Maine. We have active land conservation, stewardship, and outdoor education programs. Our mission is to conserve distinctive ecosystems, lands and waters in the Union River and Frenchman Bay watersheds east to the Hancock County line.

Position Description:

Frenchman Bay Conservancy is hiring for an Outreach Coordinator to perform a wide variety of tasks associated with community engagement, outreach, and communications. Duties include working closely with community partners, executing programs and events, and contributing to FBC's on-going communications. Interested applicants should have strong skills in social media management, event management, have an interest in land conservation, and be able to work well with the public.

We are looking for a self-motivated team player whose energy and enthusiasm for conservation will move people to participate in conservation of the Union River, Frenchman Bay, and Schoodic regions. The ideal candidate will engage diverse constituencies within FBC in fun, creative, and meaningful ways. He/she/they will also learn and grow on the job, and be a strong, positive voice for the conservation of our environment.

This is a full-time, salaried 40 hours per week position with a benefits package including insurance, vacation and sick time, and a retirement plan. Events in the evenings or weekends will require time outside normal work hours. This position is based at the FBC office at Tidal Falls Preserve in Hancock, Maine with flexibility to work remotely part of the time. The position reports to the Director of Communications & Community Engagement.

The salary range for this position is \$47,000-\$52,000.

Required Qualifications

- Degree from a higher institution or equivalent experiences in communications, interpretation, education, environmental studies, natural resources, or related field;
- A passion for land conservation, strong attention to detail, organizational skills, creativity, and ability to support and collaborate on team projects;
- Excellent interpersonal and communication skills, including public speaking skills;
- Interest in nonprofit storytelling.

Preferred Qualifications

- Proficiency with social media management;
- Interest in trail engagement and outdoor recreation inclusivity.

- Experience designing and leading outdoor activities;
- Experience with photography and videography;
- Familiarity with Hancock County communities and land trusts;
- Experience with nonprofit fundraising or institutional advancement;
- Knowledge of the natural world and its systems.

Primary Responsibilities

- Assist Director of Communications & Community Engagement with developing, writing, designing, and producing monthly e-newsletters, bi-annual print or digital newsletters, annual report, membership and business mailings, event engagement and advertising, social media, press releases, fundraising materials, and other media campaigns and materials as needed;
- Initiate or strengthen partnerships with communities and local organizations to increase use of preserves and enhance community connection with and benefit from the land;
- Administer, or help to administer, community engagement events and programs including annual meeting, guided hikes, Monday Music concert series, self-guided programs, hiking challenges, and more;
- Maintain FBC social media channels to communicate value of FBC's work and support membership goals;
- Assist with volunteer management and engagement.

For Inquiries and TO APPLY: Send cover letter, resume and two professional references (one academic reference is allowed) to Ellerie Ezekiel, FBC Director of Communications & Community Engagement: ellie@frenchmanbay.org, no phone calls please.

Frenchman Bay Conservancy does not discriminate on the basis of race, color, sex, gender identity, national origin, age, disability, veteran status, sexual orientation or any other characteristic protected by law. We are an equal opportunity employer dedicated to creating an inclusive culture where employees from diverse backgrounds can thrive and support our mission.