Title: Outreach Coordinator
Reports To: Rachel Bartels, Executive Director
Supervises: Volunteers/Interns
Full or Part-Time: Full-Time
Compensation: Base starts at $32,000/year but is negotiable

Background: The Missouri Confluence Waterkeeper is a grassroots, citizen-led conservation organization focused on clean water and dedicated to protecting fishable, swimmable, drinkable water. Our mission is to engage, energize, and empower our local community in support of clean water in Missouri. Missouri Confluence Waterkeeper is a member of the Waterkeeper Alliance, a global network of more than 340 independent clean water organizations across six continents, protecting local waterways and defending our fundamental human right to fishable, swimmable, drinkable water.

Position Summary: The Outreach Coordinator will be responsible for connecting the organization and its mission to the surrounding greater St. Louis community. Among its many duties and responsibilities, the Outreach Coordinator will work directly with the Executive Director, Policy Manager, and contracted partners to successfully accomplish the deliverables of a three-year clean water grant supported by the Missouri Foundation for Health. The Outreach Coordinator will use community-centered strategies to engage, energize, and empower local communities, specifically in North St. Louis City and County to support organizational priorities.

Primary Responsibilities: The Outreach Coordinator will report directly to the Executive Director with the responsibilities highlighted below.

Outreach & Education - 35% of time
- Educate the community on the importance of clean water and the mission of the Missouri Confluence Waterkeeper.
- Develop partnerships and strategic relationships with community leaders and organizations whose missions and programs align.
- Conduct outreach and organize events, including marketing and planning, to promote the services of the organization and receive donations.
- Attend, participate in, and support coalition meetings and events.

Advocacy & Community-building - 35% of time
- Recruit and screen community volunteers to advocate for organizational priorities.
- Work directly with the Public Policy Manager to leverage volunteer support to advance policy priorities at the local, state, and federal level.
- Organize advocacy actions in coordination with the Public Policy Manager to advance policy priorities.
● Develop a community storybank of people impacted by polluted water and supportive of organizational priorities.
● Engage in organizational advocacy, planning, and strategy meetings, when needed.

**Water Sampling and Surveying - 20% of time**
● Assist in gaining samples of drinking water for water quality testing.
● Report findings of water quality testing to community members.
● Raise awareness of and collect community responses for a clean water survey.

**Administrative - 10% of time**
● Perform administrative duties such as overseeing mailings, database management, organizing travel, driving water samples to the lab, and assistance with grant reporting.

**Qualifications and Skills:** The Outreach Coordinator will be a personable, creative, well-organized, and highly motivated person that gets things done. Ideal applicants will have a strong interest in environmental justice to achieve health equity and other clean water issues, as well as experience working with diverse communities.

Additional job requirements include:
● Applicants must have reliable transportation to attend events, meetings, and to engage the community (drinking water sample collection, surveys, etc.).
● Employment will be contingent upon a successful completion of pre-employment background check. Criminal history record infractions will be considered on a case by case basis.
● For events, community engagement, and a safe return to the office, proof of COVID-19 vaccine will be required from all staff (medical exemption must be authorized by a medical professional).
● The position will primarily be responsible for community outreach, however, there may be times where water sampling will take place in streams and rivers. Training and safety measures will be provided by Missouri Confluence Waterkeeper if applicable.

Our goal is to be a diverse workforce that is representative of the communities we serve. Missouri Confluence Waterkeeper encourages applications from Black, Indigenous, People of Color, Persons with Disabilities, Women and Gender-nonconforming people especially in occupations or positions where they are underrepresented. We do not discriminate based on any class whether it is protected by law or not.

**Benefits:** In addition to the yearly salary, Missouri Confluence Waterkeeper offers a health insurance stipend, hybrid work option (remote and in-office), paid vacation, sick, and mental wellness days, and a transportation stipend for environmentally conscious commuting including biking and public transit.

**To Apply:** Please send a cover letter and resume to Rachel Bartels, Executive Director, Missouri Confluence Waterkeeper at rachel@mowaterkeeper.org with the subject line Outreach Coordinator Position. Application deadline is Friday, February 4, 2022.