



Outreach and Administrative Coordinator

Position Description: Friends of the Yampa (FOTY) is seeking an **Outreach and Administrative Coordinator** to help increase our impact in the Yampa Basin and for the Yampa River through development of relationships, marketing help, event planning, social media, working with volunteers and community partners, providing administrative help to the Executive Director, and helping the organization rise to the environmental and recreational needs of the Yampa River. This position will support the Executive Director and will help FOTY meet its programmatic and project goals as outlined within the adopted strategic plan.

FULL TIME, EXEMPT POSITION, POSITION WILL BE EXPECTED TO WORK A 40 HR AVG WORK WEEK

Responsibilities:

- Social Media, Website and Marketing
 - Social Media: Helping develop a social media calendar and collecting social media content. Posting regularly on social media platforms.
 - Updating FOTY Webpage on an as-needed basis. Which may include developing new event and program pages.
 - Working with a budget, help develop event and program marketing art and copy. Help develop and implement a marketing strategy. Secure ads and communicate with ad entities. Spread the word through outreach via established contacts and social media.
- Manage and update membership, donor, and volunteer contact databases for ongoing and future outreach efforts
- Merchandise management: ongoing inventory, identification of ordering needs
- Administrative tasks: Data entry, shipping and handling, copies, ordering supplies
- Donor Relations
 - Periodic donor outreach and contact
 - Complete donation recognition including personalized “Thank you’s” when applicable
- Volunteer Logistics assistance
- Event Planning/Logistics:
 - Help with event management including developing checklists and meeting application deadlines associated with event requirements.

- Work with sponsors and vendors.
- Secure in-kind donations for events such as the Big Snow Bash Silent Auction
- Planning and logistics - volunteer coordination, event space set up, materials procurement, vendor and regulatory agency coordination, event permitting
- Develop and order merchandise specific to event
- Working at event
- Membership management
- Help with all online software programs Friends of the Yampa uses
- Write minutes and assist with Yampa River Fund needs
- Create and solicit sponsorship platforms from businesses and donors to support FOTY's fundraising efforts
- Convey FOTY mission and communicate with stakeholders and media outlets
- Attend watershed planning meetings
- Program assistance
 - Assist with Youth River Camps
 - Assist with Yampa River Scorecard Long term monitoring
- Assist ED/PM with projects and programs as needed.
- Assist in communications and outreach for FOTY fundraising and operations.
- Other duties as assigned

What is the ask:

Experience could include but is not limited to:

- 2+ years of communications/graphic design/marketing/event planning or related work/educational experience
- Ability to work with various stakeholder groups and backgrounds
- Background, comfort, and knowledge of managing website, social media and email marketing platforms
- Strong interpersonal and communication skills
- Ability to organize and manage events
- Ability to work independently with little supervision after being given direction.
- Ability to be solutions-based and engage in collaborative decision making.
- Ability to multi-task and organize a diverse workload.
- Ability to learn and convey FOTY's vision and work to volunteers, supporters, and collaborators.
- Technically capable and able to understand basic operations as well as being able to learn new software easily.
- A self-starter and self-motivated individual .
- Event planning experience.
- Organized and able to keep records related to work output and managing donors.

Ideal skills but not required:

- Knowledge of watershed science/ecology
- Knowledge of river recreational concerns and terminology.
- Knowledge of Yampa Valley geography and in-basin water concerns

Location, Hours and Pay

Location: This position will be a partly work from home and partly work from the office position, averaging around 20 hours a week in each setting. Individual will be expected to meet with the Executive Director weekly, Employee must be based in the Yampa Basin while employed.

Hours: Work hours are 40 hours on average a week, with the possibility of up to 50 hours some weeks during the busy season (averaging 40 hours/week throughout the year), schedule will be determined with the Executive Director. Work hours are flexible, but the majority will be required to be during normal business hours (9-5) to attend meetings and fulfill organizational needs. Some work hours will be expected on weekends and after normal business hours to attend meetings, organizational events, and other events as identified.

Equipment: Individual will be expected to have regular access to a personal work computer and reliable access to internet service in order to accomplish work tasks and attend meetings. Friends of the Yampa will provide all software expected of the position

Pay ranges from \$41,600-49,920/year depending on experience.

Benefits: Health care stipend, 403(b) retirement plan with 3% match, 3 weeks paid time off, flexible hours, FMLA, compensation days, 9 paid holidays, 48 hours of sick leave

How to apply:

Please send Cover Letter, Resume, and 3 professional references to lindsey@friendsoftheyampa.com.

Applications are due August 1st, 2022.

Friends of the Yampa (FOTY), a 501(c)(3) nonprofit organization based in Steamboat Springs, CO is hiring a part time Outreach Coordinator. FOTY's mission is to protect and enhance the environmental and recreational integrity of the Yampa River and its tributaries, through stewardship, advocacy, education and partnerships. Some events, programs, and projects FOTY leads or participates in are:

- Yampa River Scorecard Project
- Yampa River Youth Camps/Classes
- Yampa River Clean-ups
- River Planning and Management Meetings
- Yampa River Festival
- Maybell Ditch Diversion Project
- Dinosaur National Monument Scientific Study Volunteer Engagement
- Yampa is Wild Mural
- Integrated Water Management Planning Process

- Yampa River Fund
- Yampa Headwaters Fishing Fundraiser
- Big Snow Bash and Silent Auction
- Yampa River Awareness Project
- Yampa Basin Rendezvous
- Yampa River Leafy Spurge Project
- Yampa River Boaters Mapping Project
- And more... please visit our website and social media pages to find out more.