



## **Job Description: Community Engagement Assistant**

Skagit Land Trust is a community-supported non-profit organization that acquires, conserves and restores natural lands in Skagit County, Washington. Founded in 1992, the organization pursues its mission through land conservation activities, stewardship of protected lands and public and member engagement. To date, Skagit Land Trust has protected 6,600 acres of land and 30 miles of river and marine shoreline and has an active supporter base of 1,000 members and 300+ volunteers. Visit [skagitlandtrust.org](http://skagitlandtrust.org) for more information.

### **Position Description**

This position is supervised by the Development & Communications Director and will work with staff and outreach volunteers and committees to help grow Skagit Land Trust's presence in the community.

Responsibilities include:

#### **Community Engagement**

- Assist with coordination of member engagement and community nature appreciation events.
- Manage outreach volunteer coordination and volunteer database administration in partnership with the stewardship team, with a focus on growing the outreach volunteer base.
- Present at community events and to service clubs and train volunteers to assist with presentations.
- Assist with e-mail news, website, and social media management.
- Distribute Trust marketing and merchandise distribution around Skagit County.

#### **Development**

- Assist with auction database donation and guest information data entry and reporting.
- Help recruit and coordinate volunteers for day-of-activities at the Trust's annual auction.
- Assist auction committee with displays and other event logistics as needed.
- Provide support for other fundraising events as needed.

### **Qualifications**

- Candidate must be organized, a self-starter, and a team player.
- Strong written, verbal and interpersonal communication skills. An outgoing personality with the ability to meet new people easily and quickly earn confidence. A genuine interest in land conservation desired.
- Strong proficiency with computers and programs required. Must know Microsoft Office Suite. HTML and prior management of website and social media preferred. Experience with databases preferred.
- Experience organizing and delivering outreach programs in an enthusiastic and professional manner.
- Willingness to enlist and work with volunteers of all skills, abilities, and interests.
- The position requires an aptitude for serving in both an office setting and in an outdoor environment in a wide variety of weather conditions doing light manual labor.

### **Salary/Benefits**

This is a half-time position (20 hours per week), and includes some evening and weekend hours. Scheduling is flexible within limits. The position will serve in an office environment approximately 70% of the time and in outdoor settings, on uneven terrain and in a variety of weather conditions, 30% of the time. Salary is dependent on experience and a benefits package is provided. Submit a resume, cover letter, and a writing sample to: Lynne Jordan, Development & Communications Director at [lynnej@skagitlandtrust.org](mailto:lynnej@skagitlandtrust.org) or by mail to Skagit Land Trust - P.O. Box 1017 Mount Vernon, WA 98273. Position open until filled. Applications received by July 21, 2014 will receive priority consideration.

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