



BLUE RIVER WATERSHED GROUP
PART-TIME EVENTS AND SOCIAL MEDIA COORDINATOR
JOB DESCRIPTION

APPLICATION CLOSE DATE: February 15, 2024

POSITION TITLE: Part-time Events and Social Media Coordinator

REPORTS TO: Executive Director

LOCATION: Summit County, Colorado. Hybrid remote, must be able to attend events in Summit County

TERM: part-time 20 hours per week, exempt position, flexible schedule, no benefits provided

SALARY: \$18,720 - \$25,000 annual half-time salary, depending on experience

ABOUT THE BLUE RIVER WATERSHED GROUP

The Blue River Watershed Group (BRWG) is a non-profit organization dedicated to the conservation and sustainable management of the Blue River watershed. Committed to community engagement and environmental advocacy, we work to protect, promote, and restore the health of the Blue River watershed through various programs, projects, and initiatives.

POSITION OVERVIEW

We are seeking a self-motivated, dynamic individual to join our team as a Part-Time Events and Social Media Coordinator. This role will focus on planning and hosting local events as well as helping to contribute to our social media presence in order to enhance community outreach and engagement. The successful candidate will be a motivated self-starter with a passion for environmental conservation and community organizing. The Events Coordinator will also help plan, coordinate, and market our annual River Cleanup Festival to ensure community engagement, participation, and sponsorship revenue continue growing at our flagship event.

The successful candidate will be located in Summit County, Colorado or surrounding areas and have flexibility to work evenings and weekends as required by event schedules. The position will be in person during events but will be remote with flexible hours outside of planned events. BRWG has no physical office location.

Our ideal candidate has experience with event coordination. This person must be flexible and able to take initiative in accomplishing tasks as well as seeking support from Blue River

Watershed Group volunteers and staff. We seek a candidate who is excited about building community awareness of the organization, increasing event profitability, and spreading enthusiasm around BRWG's mission.

RESPONSIBILITIES

Events Planning and Coordination:

- Help to plan, organize, and host events such as educational workshops, native plantings, volunteer activities, and community outreach programs
- Attend community events as a representative of BRWG, share project updates, recruit volunteers, and expand outreach
- Develop and maintain event timelines to ensure successful participation and engagement
- Coordinate event logistics including venue selection, vendors, permits, catering
- Create event promotional materials
- Collaborate with other community organizations on event planning and execution
- Collaborate with BRWG team members to promote and grow existing events, develop new events, and ensure event relevance to BRWG and the community

Social Media Content Creator:

- Research and develop engaging content to promote awareness of our mission and activities
- Monitor social media channels for trends and opportunities for engagement
- Respond to comments, messages, and inquiries on social media platforms
- Develop visually appealing and compelling content for social media, including graphics, images, and videos
- Write and edit content for event promotions, newsletters, and other communication channels
- Ensure consistency in messaging and branding across all platforms

Community Engagement:

- Foster relationships with community partners, stakeholders, and volunteers
- Encourage participation and involvement in events through various communication channels
- Seek opportunities for collaboration with other organizations and community groups

QUALIFICATIONS

- Previous experience in event planning, social media management, or related fields
- Strong organizational and multitasking skills with attention to detail

- Excellent written and verbal communication skills with focus on our organizational message and mission
- Familiarity with social media platforms, media and graphic design, and attention to detail
- Creative mindset with the ability to generate innovative ideas
- Ability to work independently and as part of a team
- Passion for environmental conservation and community engagement
- Must have the ability to work remotely with reliable transportation to attend meetings and events

TO APPLY

Interested candidates should submit a resume, cover letter, and a short portfolio of relevant work (3-5 social posts, 1-3 graphics or event posters, and 1 event appeal letter) to info@blueriverwatershed.org. References, work sample review, and interviews will be part of the selection process. The deadline for applications is February 15th.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every qualification. We are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with each qualification in the job description, please apply anyway! You might be just the right candidate for this role. Blue River Watershed Group is an Equal Opportunity Employer. The Blue River Watershed Group is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences who are passionate about issues affecting water and land conservation in Colorado and the western US.