



## Education & Outreach Coordinator

(1 Year AmeriCorps Position, September 13, 2021 – August 31, 2022)

Milwaukee Riverkeeper

Job Description

### Working for Milwaukee Riverkeeper...

At Milwaukee Riverkeeper® we're looking for more than just a person to fill a desk. We're seeking people that share our passion for healthy rivers and communities. If you want to become a part of Milwaukee Riverkeeper, you will be empowered to work the way you work best. Your voice is important, you'll help shape the role you're in and the future of our organization. From top down and bottom up, we're more than just a workplace, we sweat together, and play to win!

### Position

As the Education and Outreach Coordinator you'll work with the Creative Director to connect and engage people from all walks of life in our work to protect and restore our waterways. You will work with local schools and organizations to bring our rivers into classrooms, strengthen Milwaukee Riverkeeper's public outreach efforts, and identify new engagement strategies to better reach communities.

Your work is an important piece of our organization and is actually a part of something much bigger. By distilling information about the health of our waterways, you're helping to provide transparency to the public about local resources.

### Responsibilities

- Facilitate educational programming
- Develop educational content on Milwaukee Riverkeeper's mission and programs: water quality, stream ecology, and special projects (plastics campaign, road salt education).
- Recruit, train, and manage outreach volunteers
- Organize and develop interactive activities and promotional materials that staff and volunteers can use at community events.
- Schedule and organize Milwaukee Riverkeeper's participation in community engagement and tabling opportunities.
- Represent Milwaukee Riverkeeper at events and programs.

- *Milwaukee Riverkeeper employees need to be flexible and may be asked to take on additional duties based on the organization's needs and the staff member's skills and abilities.*

### Qualifications

The successful candidate may have the following qualifications:

- Associates degree or higher preferred, or equivalent experience
- Strong attention to detail and interpersonal skills
- Excellent written and verbal skills
- Interest or previous experience in designing outreach and educational materials
- Knowledge of subject area, or willingness to learn about environmental and technical issue areas
- Experience working with volunteers is a plus
- Knowledge of basic software including Microsoft products
- Ability to resolve routine problems independently
- Ability to prioritize work according to the organization's needs
- Willingness to work occasional weekends and evenings
- Valid driver's license
- Must be able to attend mandatory AmeriCorps orientation on September 13-17 and midterm training on January 12-14 in the Wisconsin Dells

### Additional Information:

- This is a full-time AmeriCorps position. Members must commit to a year of service. Members must complete 1700 hours of service, averaging 35-40 hours per week from September 13, 2021 – August 31, 2022.
- AmeriCorps Member receives a monthly living allowance (approx. \$580 gross pay every two weeks), health insurance, and an educational award (\$6,345) after successful completion of a year of service.

Milwaukee Riverkeeper is an Equal Opportunity Employer.

We will be reviewing candidates on a rolling basis. Please submit a PDF version resume and cover letter to: [jobs@milwaukeekeeper.org](mailto:jobs@milwaukeekeeper.org)