



**Job Description
Outreach Associate
Part-time position
Apply by August 6, 2018**

Background

Northwest Natural Resource Group (NNRG) is a conservation and rural economic development non-profit organization based in Seattle, Washington. Our mission is to strengthen the ecological and economic vitality of Northwest forests and communities by connecting people with the knowledge, skills, and markets they need to steward their land.

We believe that with thoughtful, expert insights, forests can be cared for to provide a sustainable yield of timber alongside ecosystem services such as clean water, fresh air, wildlife habitat, carbon storage, and recreational opportunities. We collaborate with landowners to realize this vision, focusing on family forests, conservation organizations, land trusts, local governments, youth camps, and smaller forest product companies. Our forestry program helps landowners craft management plans, implement stewardship activities, and conduct timber harvests. We also offer Washington and Oregon forest owners access to Forest Stewardship Council® certification through our 190,000-acre group certificate, the largest FSC certificate in the Pacific Northwest.

Our goals include:

- Provide landowners with the knowledge and skills they need to manage forests with care;
- Research, describe, and improve the economics of sustainable forestry to better inform landowners' management decisions; and
- Connect practitioners of ecological forestry with one another and with the service providers - including NNRG - who will help them accomplish their objectives.

Position Summary

NNRG is a small organization, so each member of our team has a hands-on opportunity to make a difference for the forests and communities in which we work. Within this team, the NNRG Outreach Associate is responsible for NNRG's outreach through our monthly newsletter and social media as well as promoting and coordinating educational events for forest owners, wood buyers, and the general public in Washington and Oregon. As part of this part-time position for 16-20 hours per week, typical responsibilities include:

1. Coordinate and promote educational events: creating marketing materials, promoting events, tracking RSVPs, serving as a liaison to event attendees, and compiling event outcomes from survey data;
2. Manage NNRG's social media channels and website: generating content, increasing reader engagement, and updating systems;
3. Lead production of monthly newsletters;
4. Design compelling print and online materials;
5. Contribute to the development of a comprehensive communications strategy for NNRG, including audience segmentation, creation of strategic messages, and social media evaluation;
6. Contribute to grant-seeking efforts by editing and helping to write proposals and reports as needed;

7. Perform other duties as assigned which may include updates to NNRG's certification database, fieldwork with NNRG foresters, assistance to forest owners, and other project support.

This position works closely with the Director of Programs to ensure that relevant and applicable information is relayed to NNRG's audiences (primarily forest owners). The Outreach Associate collaborates closely with the entire NNRG team to develop and deliver clear communications that are balanced, respectful and inclusive. This is a unique opportunity to contribute to the implementation of ecologically-based forest management, sustainable economic development, the forest products and green building sector, and the communications and marketing of a non-profit organization.

Required qualifications

The successful applicant will be expected to demonstrate the following competencies:

- Experience (coursework or professional) in forestry, ecology, conservation biology, restoration ecology, and/or environmental studies;
- Experience (coursework or professional) in communications and/or marketing;
- Experience in project management, marketing programs, and/or event planning;
- Excellent communication skills, both verbal and written;
- Must be able to work independently, but also be comfortable with a collaborative work style;
- Ability to organize and prioritize a wide diversity of tasks in a fast-paced work environment; and
- Demonstrated technical skills in MS Office Suite, Wordpress, social media platforms (Facebook, Twitter), and graphic design applications.

Desired qualifications

- Experience using Salesforce, MailChimp, SurveyMonkey, and Eventbrite; and
- Experience with video editing applications.

Hours, Pay, and Location

This is a part-time, hourly, paid position for 16-20 hours per week. We are flexible as to when you work these hours so that this part-time position can fit with school or another job. Compensation for this position is competitive. Personal time off is provided on a prorated basis. Travel expenses for events or fieldwork will be reimbursed at standard rates. The Outreach Associate position works from NNRG's office in Seattle's Belltown neighborhood. Ideally, the candidate will start work in late August or early September.

To Apply

Please email a cover letter, resume, and a representative outreach-related writing sample no later than August 6th to jobs@nnrg.org with "Outreach Associate" in the subject line.

For questions about the position, please contact NNRG at jobs@nnrg.org.

Interested parties are encouraged to learn more about NNRG at www.nnrg.org.

We look forward to hearing from you!