

Georgia ForestWatch

Job Title: Outreach Coordinator

Employment Type and Category: Regular Part-Time or Full-Time, depending upon the candidate. Please indicate in your cover letter your preference and availability. Preference will be given to FT applicants.

Budgeted Salary: \$40,000/annually or prorated if Part-Time.

Location: Fully remote, fully in our Dahlonga, GA office, or hybrid. The ideal candidate will be FT and travel once per week (usually Mondays) to our office.

Schedule: Flexible. Evening and weekend activities are common and expected.

Benefits: Paid time off but we do not currently offer health insurance.

Mission: To enhance the health of Georgia's 867,000 acres of national forest by protecting our forests and streams, advocating for natural processes, and identifying opportunities to improve Forest management.

Vision: Georgia ForestWatch sees a future where people can enjoy forests that have reached their full majesty, where intact natural processes support healthy ecosystems and thriving biodiversity, and clean streams supply water to millions of Georgians. We believe this future requires the protection and appreciation of Georgia's national forests and the watersheds, native plants, and wildlife they encompass.

Job Description

Overview:

Georgia ForestWatch (GAFW) is the leading nonprofit organization whose mission is to partner with the U.S. Forest Service (USFS) to ensure Georgia's national forests reach their full potential for current and future generations. We are hiring an Outreach Coordinator to lead our public outreach, outings, and volunteer programs and to guide and educate our members and the community. This position is an excellent opportunity to lead an established but growing grassroots organization's expanding programs.

The ideal Outreach Coordinator is openly passionate about Georgia's national forest lands and wants to share their passion for GAFW and the Chattahoochee-Oconee National Forests (CONF) with others. The ideal candidate will have a zealous enthusiasm for reaching out to community members and other stakeholders. They will consistently and proactively seek out both formal and informal opportunities to share their love of our national forests, elevate and educate about our forests ability to sequester carbon and address climate change, and advocate for natural processes in the management of our forests.

The ideal candidate is willing to work a full time but flexible schedule who proactively seeks out tabling and speaking opportunities, who prefers to have the attention of their audience, and will professionally discuss GAFW and the CONF at every opportunity. This is a dream job for the right person who enjoys interacting with members of the community, students of all ages, and all forest stakeholders.

Key Deliverables:

- Develop, plan, schedule, and deliver presentations to a wide variety of stakeholders and community groups.
 - Develop and deliver highly engaging educational presentations promoting the CONF, forest ecology, and GAFW history, programs, and membership opportunities.
 - Research, schedule, and represent the organization at tabling and event opportunities to market GAFW history, programs, and membership opportunities.
 - Develop and maintain accurate presentation and talking points with input from subject matter experts and organizational leadership.
 - Proactive in presenting to a diverse range of stakeholders with an emphasis on the Atlanta metro area.
- Develop, plan, schedule, and lead all organizational outdoor education and recreation activities with an emphasis on promoting the benefits of a healthy national forest and organizational membership and support.
 - Offer a wide range of learning and recreation opportunities for all ages, mobilities, and interests. Outings should vary from the strenuous (backpacking and paddling) to the less physical (museum visits and forest bathing) but all should link to the ecology or history of the CONF with a strong emphasis on education and participant safety.

- Recruit, schedule, and manage volunteer subject matter experts (ex. geology, flora/fauna, history, etc...) to lead outings with educational focus. Assist in the development, attend the outings, and provide support to the volunteer leader during the activity.
- Proactive in creating a diverse, equitable, and inclusive outings program in opportunities offered, partners engaged, and diversity of participants.
- Manage, schedule, lead, and expand GAFW's partner and volunteer programs such as wilderness monitoring, addressing invasive species, trash cleanups, road surveys, rare/invasive species submissions, and general forest observation submissions etc...
 - Maintain our existing volunteer programs and expand upon the type, location, and diversity of partners for additional opportunities.
 - Build upon existing relationship with the USFS for additional opportunities.
- Develop, plan, schedule, and manage volunteers and interns.
 - Recruit for existing volunteer openings and create new opportunities for volunteers and interns to be engaged in the CONF and the work of the organization.
 - Proactive in creating a diverse, equitable, and inclusive volunteer and intern program.
- Additional requirements
 - Assist in planning and delivery of GAFW events. Accept donations and other payments for paid events and merchandise offerings.
 - Monitor analytics detailing the successes and failures of programs and adjust to improve.
 - Accurately track and report key performance indicators.
 - Draft outreach updates and other narratives for organizational promotion and fundraising.
 - Capture images and videos of GAFW programming and outreach for organizational promotion and fundraising.
 - Assist with organization, technical maps, forest surveys, and comment submissions as appropriate.
 - With Executive Director establish, and achieve, annual position and organizational goals.
 - Step in as needed in emergency moments with flexibility and an ability to pick up new tracks of work and issues quickly.
 - Actively participate with staff and board in internal and external organizational strategic planning and growth/improvement initiatives.
 - Other duties as assigned.

Key Working Relationships: Position Reports to: Executive Director

Position directly/indirectly supervises: Volunteers and Interns

Job Requirements: Education: Bachelor's degree in education, recreation, ecology, or related field. Or comparable work experience.

Work Experience: Two years of professional experience in outdoor education or recreation, preferably with a focus on forest ecology, or issues that cross with the environmental sector. Or four years without relative degree.

Demonstrated Skills and Competencies:

- Unwavering belief in, and motivation to achieve, the organization's mission and vision.
- Commitment to Diversity, Equity, and Inclusion (DEI). Incorporate and prioritize DEI through all GAFW programming and outreach decisions when possible.
- Energetic and effective public speaker and educator.
- Proven self-starter with program leadership capabilities. Ability to achieve results with limited direction or support.
- Superior time management and organizational skills and ability to meet deadlines.
- Possess or willing to earn wilderness first aid and Leave No Trace certification. Ability to appropriately address field emergencies.
- Knowledge of standard office computer skills. The ideal candidate will have knowledge of event management software such as Meetup or willingness to learn.
- Fully COVID vaccinated and willingness to maintain up to date vaccination status per CDC requirements or have a health condition confirmed by your doctor that prevents you from being vaccinated.
- Reliable personal vehicle, valid driver license and auto insurance required. Willingness to maintain validity and drive vehicle for work. Mileage reimbursed.

Working Environment: This is a field-based position but will have a dedicated workstation in our office in Dahlonga, GA as needed. The ideal candidate will aggressively seek speaking, tabling, and outing opportunities across middle/north

Georgia and the Atlanta metro area that will include evenings and weekends. Willingness and ability to work outdoors in all seasons and weather.

Georgia ForestWatch is an equal opportunity employer and considers all qualified candidates for employment without regard to race, ethnicity, creed, national origin, religion, age, gender, marital status, disability, sexual orientation, veteran status or any other status protected by law.

How to Apply: Please submit resume and cover letter to jobs@gafw.org.