



5 Farrell Rd.  
Willsboro, NY 12996.  
Phone: 518-593-2887

info@boquet-river.org  
<http://www.boquet-river.org/>

## **Outreach & Volunteer Coordinator**

**Location:** Wadhams, NY

**Position Type:** Part-Time/Full-Time for 12 months with possible extension

**Salary:** \$50,000 annually if Full-Time

### **Job Summary**

The Boquet River Association (BRASS) is a membership-based, volunteer-oriented non-profit organization dedicated to enhancing the quality of water and life in the Boquet River watershed. BRASS seeks an Outreach & Volunteer Coordinator who will be responsible for regular outreach and communications to residents and members as well as leading BRASS' volunteer program and activities. Both roles require close coordination with the BRASS Executive Director.

The coordinator's outreach activities include producing bi-monthly newsletters and monthly member emails and social media posts. They will also solicit and edit articles from Board Members, respond to member and resident correspondence, and maintain mailing lists. In addition, the coordinator will maintain and upgrade the BRASS website, adding contemporary features such as photo features, StoryMaps and data visualization tools as appropriate.

In coordination with the Executive Director, the Coordinator will engage community members in a variety of volunteer activities that support BRASS' mission and current priorities. Program activities may include tree planting, river restoration, revegetation, seed collection, trash removal, and more. The coordinator will be the first line of contact with the community members, responsible for recruitment, regular communications and recognition of volunteers following their service.

The coordinator will also provide general and administrative assistance to the Executive Director and Board. This may include grant reporting, tracking board and volunteer hours, and attending board and/or committee meetings. The position will be approximately 70% in the Wadhams, NY office, 20% remote, and 10% in the field which may be in locations across the Boquet River watershed.

### **Job Duties and Core Responsibilities**

#### *General*

- Attend BRASS and/or partner meetings.
- Communicate regularly and effectively with co-workers and board members.
- Interact positively and professionally with colleagues, landowners, managers, partners, and contractors.
- Participate in public forums promoting watershed protection, conservation and restoration.
- Assist with grant reporting, restoration project details and other duties as assigned.

### *Communications*

- Respond to member and resident correspondence and maintain email and mail lists.
- Create and share content for newsletters, social media, press releases, blogs, and websites with the ability to draft clear, concise, and engaging content for various platforms and audiences.
- Collaborate with staff and board to copywrite and create social, press, or communications strategies.
- Maintain and upgrade the BRASS website, adding features such as photo features, StoryMaps and data visualization tools as appropriate.
- Monitor river, water quality and ecosystem related blogs, articles and newsletters for articles of interest to BRASS Board and members.
- Maintain and improve proficiency with communication tools, digital platforms, and software.
- Demonstrate effective writing without AI assistance and adhere to limited, appropriate uses of AI technologies.

### *Volunteer Activities*

- Organize volunteer events, including managing logistics, providing pre and post-event communications, assembling materials, tools, safety equipment, food and beverages.
- Orient volunteers to increase their understanding of BRASS, its projects and their role and responsibilities.
- Distribute and maintain critical volunteer-records including liability waivers, contact lists, etc.
- Ensure appropriate information, training and supervision is provided for volunteers for them to have fun, learn, and be effective with their contributions.
- Confirm that volunteer check-in procedures are followed, and records of volunteer hours are maintained for grant-funded activities.
- Plan and implement formal and informal volunteer recognition activities to recognize their contribution.

### **Qualifications, Skills and Competencies**

#### Minimum:

- Strong, independent work ethic and enthusiasm for communications and volunteer activities
- Willing and able to represent BRASS in a professional, positive, and enthusiastic manner
- Excellent verbal and written communication skills
- Critical thinking skills and the ability to analyze data
- Exceptional organizational and time management skills
- Familiarity with volunteer activities
- Ability to be both self-directed/work alone, and be a positive, contributing member of a team
- Proficient in MS Word, Excel and Powerpoint and cloud-based software such as Google Workspace
- High school diploma, or equivalent
- A valid driver's license and an insurable driving record
- Ability to maintain regular attendance and be punctual

#### Preferred:

- Bachelor's Degree or equivalent of educational and professional experience
- Knowledge of email marketing software such as Constant Contact or a similar program

- Design and graphics experience with graphics software or equivalent to create compelling flyers, documents and presentations
- Possess a general understanding of, or interest in aquatic ecosystems, water resources, hydrology and/or community resilience
- Experience with volunteer coordination, preferably outdoor activities
- Ability to develop (and write/document) methods for workflows and protocols
- Proficient public speaking abilities
- Familiarity with ArcGIS, Avenza, OnX, and tax maps is a plus

### **Additional Information**

This is a one-year position with possibility for extension. This position's regular work schedule is flexible but typically equivalent to M-F 9:00 am to 5:00 pm with a 1 hour paid lunch. There will be occasional weekend duties with appropriate compensatory time. BRASS provides paid holidays and mandatory workers compensation insurance but is unable to provide additional fringe benefits.

While performing duties of this job, the employee may occasionally be required to hike and navigate difficult terrain. They must be able to drive on rural roads, use electronic devices such as computers, tablets, phones, and GPS, and will occasionally need to lift and/or move up to 50 pounds.

### **Submission**

Please respond to this posting with a resume that includes relevant work experience, a list of three references with contact information and relationship to the applicant, and two strong writing or communication samples. These may be long or short form writing, advertisements, brochures, posters, social media posts or short videos, however one must be at least two paragraphs written. These should be demonstrably produced by the applicant without AI assistance (publicly credited or verifiable by a reference).

BRASS recognizes that a diversity of skills is required for this job and many of those skills can be developed outside of the workplace. We encourage those with diverse life experience that may not match the full job requirements, but bears on the job description to apply. After evaluation of all applicants, a shortlist of the top respondents will be identified for follow-up interviews.

Please respond or direct questions to: [colin@boquet-river.org](mailto:colin@boquet-river.org) with a CC to [info@boquet-river.org](mailto:info@boquet-river.org)

**BRASS is an equal opportunity employer.** We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.