



About Methow Valley Citizens Council (MVCC)

The Methow Valley Citizens Council has a distinguished history of advocating for progressive land use and environmental values in the Methow Valley since 1976. We launched a tradition of citizen activism which is alive and well today in this uniquely beautiful part of Washington State. Among our most notable accomplishments is the major role we played in averting development of a large downhill ski area or golf resort in Mazama, Washington. The healthy rural character of the Methow Valley, with low density development, considerable open space, clean air and water, has been preserved in significant part through our advocacy on land use planning and many other issues over the past four decades. Today, MVCC is the Methow's "go-to" advocacy group on a variety of topics that affect the character of the Valley - from public land issues like a potential copper mine to protecting our shorelines and water resources through land use planning. For more about the broad suite of issues that we are engaged in, please visit: www.mvcitizens.org.

Job Announcement: Community Engagement Coordinator

Summary

The Community Engagement Coordinator is responsible for building relationships in the community in order to increase participation and engagement in protecting the natural environment and rural character of the Methow Valley. The community engagement coordinator is responsible for building and retaining the organization's membership and recruiting and stewarding volunteers. This role also collaborates closely with other program staff and the Board of Directors to conduct effective outreach to support the Methow Valley Citizen Council's mission and goals.

Duties

Community Engagement and Member Recruitment

- Support the outreach goals of MVCC's programs through developing outreach strategies and related community events (annual meeting, cultivation events, member gatherings, program-related events, etc.)
- Coordinate with other MVCC program staff to stay up to date on MVCC programs and issues.
- Develop and implement various strategies intended to recruit and retain members, using our membership database as a key tool.
- Cultivate and engage volunteers to assist in various program and office related tasks
- Oversee the implementation of and outreach for the Clean Air Ambassador program, a local air quality monitoring awareness and education program.
 - Regular communication and support of air quality sensor hosts
 - Develop outreach strategies to recruit more "ambassadors" for clean air
 - Contribute to and execute a communications strategy to promote community engagement and solutions for priority air quality topics such as burn ban awareness, woodsmoke reduction, and air quality monitoring and health effects.

Member Communications

- Help develop various promotional materials (brochures, fliers, posters, invitations, etc.).
- Oversee the production of two hard copy newsletters each year (spring and fall).
- Oversee distribution of holiday cards (each December)
- Work with the digital media coordinator to prepare biweekly e-newsletter.
- Work with digital media coordinator to keep MVCC's social media channels current and relevant.
- Work with digital media coordinator to keep MVCC's website current.

Desired Qualifications

- Commitment to and passion for the Methow Valley's natural environment and rural character
- Working knowledge of local land use and conservation issues.

- Minimum three years of professional experience within a relevant organization or business.
- Experience engaging and stewarding members and volunteers. Experience with donor- or client- management software preferred.
- An engaging and outgoing personality. An ability to listen and to communicate effectively in writing and in person, and to build rapport and develop effective relationships with others, and to work well with a wide variety of people, ranging from business owners to farmers to public officials and high-level donors.
- The ability to think creatively and be flexible under a variety of circumstances.
- Proven coordination skills and an eye for detail.
- Ability to work with a team with minimal supervision.
- A positive mental attitude, a commitment to community values, and an appreciation that you are an ambassador for MVCC in all that you do.
- Willingness to travel as needed and to work occasionally on evenings and weekends. Ability to provide own transportation (will be compensated for mileage and travel).
- Experience using social media in creative ways to help advance an organization.
- Experience with event planning and coordination.
- Experience with graphic design (preferred but not required).
- Experience with media relations.
- Confident with public speaking and presentations.
- Spanish language skills a huge plus.

Compensation, Hours and Work Environment

- Work is part-time, 32 hours/week, exact hours negotiable.
- Salaried, exempt status, health benefits, paid vacation, paid family and medical leave. Salary range for .75 FTE is \$30,000 to \$34,000 depending on experience.
- Main place of work is the MVCC office in Twisp, with some flexibility to work from home occasionally.

Resume and Cover Letter

Please send any inquiries, resume and cover letter to Jasmine Minbashian, executive director: mvcc@mvcitizens.org.
Position is open until filled.