



Job Description: Outreach and Volunteer Specialist

Summary:

The Wabash River Enhancement Corporation's (WREC) mission is to improve quality of life in the Wabash River Corridor by creating sustainable opportunities to improve health, recreation, education, economic development, and environmental management. WREC has a robust education and outreach program about the Wabash River and its watershed. Included in this program is Wabash Riverfest, the annual celebration of the River on the second Saturday of July.

The outreach and volunteer specialist will serve as an advocate for the Wabash River, Wabash Riverfest, and the Wabash River Enhancement Corporation (WREC).

The ideal candidate is passionate about the Wabash River and WREC's efforts on its behalf and is interested in engaging community members and volunteers. We are looking for an outstanding communicator with a working knowledge of water resources and environmental management including invasive species management.

This position will split time between education and outreach events, social media, volunteer events, invasive species management, and assisting staff as needed.

Essential Functions:

- Promote WREC, Wabash Riverfest, and partner activities at volunteer events, workshops, county fairs and other education and outreach activities.
- Inventory, report on, and remove invasive species in urban and natural areas
- Recruit and host volunteer invasive species removal events in urban and natural areas
- Recruit volunteers for Wabash Riverfest
- Coordinate social media promotion of Wabash Riverfest
- Assist Watershed Coordinator and Resources Specialist as needed
- Assist the Executive Director as needed to plan and implement enhancement of the Wabash River Corridor, including but not limited to, project research, meeting support, and education and outreach facilitation.

Position Requirements/Qualifications:

- Must be available Saturday July 11 for Wabash Riverfest
- Position requires initiative, resourcefulness and experience as a self-starter.
- Experience working with and engaging community leaders, volunteers and individuals from diverse backgrounds to plan and facilitate community education and outreach events.
- Excellent organizational and public speaking skills, strong interpersonal, written and oral communication skills.
- The ability to work with others and manage multiple tasks with minimal supervision.
- Knowledge of Microsoft Office, database and spreadsheet software, and ArcGIS.

- Basic plant identification skills, including recognition of native species used in rain gardens and common invasive species
- Experience removing/researching best methods for removing common invasive species (Garlic Mustard, Winter Creeper, Honeysuckles, etc.)
- Hold valid Indiana State driver's license and able to provide own transportation.

Salary and Position Details:

The Intern serves under the WREC Watershed Coordinator. This is a part time, temporary position and does not include benefits. The intern may work up to 35 hours/week for 15 weeks. Pay rate is \$15/hour. The intern must be available on Saturday July 11<sup>th</sup>, 2020 for the Wabash Riverfest. The position will entail some other weekend and evening work commitments, including 3 Saturdays in June. The selected candidate must pass a background check prior to being hired. Start date, end date, and daily schedule is flexible and can accommodate students.

**TO APPLY:** Please send Resume, cover letter, and availability (with desired start date) in one document to Shannon Stanis via email at [watershed@wabashriver.net](mailto:watershed@wabashriver.net). Position open until filled but priority will be given to applications received by March 15<sup>th</sup>, 2020.