



**The King Conservation District is seeking a qualified candidate for the position of**

## **Outreach Coordinator**

### **Responsibilities**

This position under the direction of the Director of Engagement carries out many of KCD's engagement initiatives, through the development of outreach tools, resources, and strategies as well as management of high profile events.

### **Job Duties**

- Develop and deploy outreach tools to convey the organization's mission and importance with clarity and passion to a wide range of audiences, including current and prospective stakeholders, supporters, and partners
- Provide coordination and support for KCD Advisory Committee
- Provide coordination and support for public meetings, events, and tours, including KCD Annual Meeting
- Prepare written and electronic communications in collaboration with the Communications Coordinator
- Contribute to brochures, event collateral, annual report, promotional materials, program flyers, branded materials, press releases, etc as needed by the Communications Coordinator and/or Director of Engagement
- Support as needed Engagement Director's role in KCD's annual participation in Legislative Days in Olympia (typically February)
- Update and maintain archive of press clippings, photographs and other media by regularly searching online sources (at least bi-monthly).
- Work with staff to market ongoing public events, e.g. annual plant sale, workshops, volunteer events
- Maintain database of local and community media outlets and contacts
- Arrange interviews, speaking engagements and other public appearances for agency staff.
- Promote the organization's profile in the community by nurturing relationships with city officials, the Metropolitan King County Council, and the greater business and philanthropic communities, including delivering presentations to local governments

## **Knowledge, Skills and Abilities**

### ➤ **Required:**

- Bachelors Degree with major course work in marketing, communications, journalism, sustainability, or significant relevant and increasingly responsible experience in regional natural resource and/or policy issues facing the Puget Sound
- Demonstrated successful track record of event coordination
- Demonstrated successful track record of effective use of social media
- Passion for natural resource conservation and strong commitment to celebrating the successes of all who contribute to it
- Experience in political environments, demonstrated ability to exercise discretion when handling sensitive information

### ➤ **Strong knowledge of:**

- Event coordination, including venue, logistics, catering, protocols, etc
- Sustainability and conservation topics, policies, and practices of interest and important to the Puget Sound region
- Protocols of interaction with elected officials and their senior staff
- The role conservation districts can or do play in natural resource conservation in Washington state
- Contemporary communication tools, software, outlets

### ➤ **Ability to:**

- Plan and organize KCD's community and partner engagement events and opportunities in a budget-conscious manner
- Communicate effectively in written and verbal form with varied audiences both internal and external
- Interact well with King County residents, community organizations, representatives of other cities and government agencies, news media representatives, and municipal employees.
- Speak credibly before groups and effectively represent the KCD to various communities
- Exercise good judgment
- Prioritize multiple tasks and deadlines
- Work both independently and as part of a growing team of subject matter experts in a fluid environment

## **Working Conditions**

Work is performed in office settings, frequently at other public locations for community meetings. Flexibility required to work beyond normal working hours to coordinate and attend evening and

weekend meetings. This position requires occasional lifting of objects up to 30 pounds such as audio/visual equipment. Occasional travel of 2-3 days is required.

King Conservation District offers a comprehensive benefits package which includes medical and dental, a nominal life insurance policy with the option to increase coverage at the employee's expense, and participation the in the State of Washington's Retirement System (PERS).

**Salary**

DOE

**Location**

KCD 1107 SW Grady Way, Suite 130, Renton WA 98057

**To Apply** Submit a resume and a letter of interest outlining your job skills and qualifications for this position to [jobs@kingcd.org](mailto:jobs@kingcd.org) open until filled.