



IRL Council

Staff Position Description

JOB TITLE: Community Engagement Coordinator

LOCATION:	Multiple
EMPLOYER:	IRL Council, an independent special district of the State of Florida, and host of the Indian River Lagoon National Estuary Program. The Indian River Lagoon Council is an Equal Employment Opportunity/Veteran's Preference/ Drug-Free and Tobacco-Free Workplace. This is an "at-will" position.
JOB POSTING:	8-30-2022
DEADLINE:	Open until filled. Anticipated start date is October 1, 2022.
APPLICATION:	Applications <u>must</u> include a cover letter, detailed resume and 3 professional references. Email application to info@irlcouncil.org
SALARY:	\$55,000 base. Negotiable based on qualifications and experience
BENEFITS:	Medical, Dental, Vision; PTO (Paid Time Off); Florida Retirement System; Life Insurance; Employee Assistance Program

PROGRAM DESCRIPTION:

The Indian River Lagoon National Estuary Program (IRLNEP) is one of twenty-eight estuaries designated by Congress as "Estuaries of National Significance" and established under the U.S. EPA. National Estuary Programs are non-regulatory, community-based and consensus-building, working to restore water and habitat quality. The IRLNEP is sponsored locally by the IRL Council.

POSITION SUMMARY:

Community Engagement Coordinators will lead and support essential activities of the IRLNEP within the communities being served. Specific activities include but are not limited to: 1) Coordination with program partners to develop and deliver engaging outreach programming for a variety of audiences. 2) Plan and deliver community programs and events and participate in events organized by others. 3) External communications with a variety of audiences. 4) Attending municipal and county meetings. 5) Providing technical assistance to program partners. The position reports directly to the Deputy Director.

PRIMARY RESPONSIBILITIES:

- Provides support to enhance and strengthening long-term partnerships with collaborating education and research institutions; assesses partner needs/wants for IRL information and programs; works with partners to develop programs and materials (presentations, trainings, workshops, print and web materials) to meet identified needs; helps to develop and encourage the use of common messaging materials by partners to cultivate a regional platform for public communication and education about the IRL.

- Cultivates new partnerships with community members and organizations to improve and protect water quality and wildlife habitat while promoting equitable access to IRL natural resources and information.
- Expands and enhances communications and outreach from the IRL Council and IRLNEP to underrepresented and minority communities.
- Represents the IRLNEP at public meetings of local governments and agencies, provides information and follow-up materials as needed; promotes availability of IRLNEP services to partners (i.e., technology transfer, grant writing, GIS services, etc.).
- Organizes and facilitates workshops and meetings to address complex environmental issues facing the IRL community. Gives public presentations and engages in outreach to community groups about IRL issues, IRLNEP goals and Program and partner projects. Provides tours, field experiences, lectures and other programs for a variety of audiences.
- Serves on IRL-related committees and work groups; plans and participates in volunteer and community events and prepares supportive materials and displays.
- Participates in the development of social media campaign strategies, content and video creation for Facebook, Instagram, Twitter and TikTok.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree and 2 years of relevant work experience demonstrating particular knowledge of the Indian River Lagoon and its natural communities, the issues underlying its degradation, and general knowledge of restoration practices being employed to return the Lagoon to health.
- Motivated and community-focused with excellent personal judgement, a high level of professionalism and documented experience in developing, delivering and managing informal education and/or citizen science programs.
- Exceptional written communication skills and the ability to reach different audiences through a variety of communication mediums including social media platforms.
- Excellent verbal communication skills with knowledge of or demonstrated interest in public speaking and providing excellent customer service.
- Strong organizational and operational skills, including the ability to work independently to oversee multiple projects with minimal oversight and changing priorities.
- Must possess and maintain a valid Florida state driver's license with a clean driving record for the last 3 years; ability to work outdoors in varying weather conditions; ability to lift 30 pounds.
- Previous experience working with a public agency or state/local elected office is preferred.
- Knowledge related to Florida Sunshine law, ADA compliance and Diversity, Equity and Inclusion (DEI) is preferred.
- Proficient in Microsoft Office suite of products (Word, Excel, PowerPoint), experience in Photoshop, Canva, or other software a plus.

TRAVEL AND WEEKENDS:

Occasional day travel throughout the 5-county Indian River Lagoon Region as needed. Occasional overnight and/or weekend travel for events, conferences, trainings, and meetings. Annual travel for EPA technical transfer and annual meetings. Participation in weekend events is expected and occurs frequently during fall/winter months.

HR PRE-SCREEN OF APPLICANTS FOR ELIGIBILITY:

The IRL Council participates in E-Verify, an internet system that allows agencies and businesses to determine the eligibility of their employees to work in the United States.