**Partnership for the Delaware Estuary**

**Job Description**

<table>
<thead>
<tr>
<th>Title: Outreach Specialist</th>
<th>Status: Regular Full Time Non-Exempt</th>
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<tbody>
<tr>
<td>Grade / Step: A3</td>
<td>Signature:</td>
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<td>Incumbent: OPEN</td>
<td>Date:</td>
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<td>Schedule: 9 a.m. – 5 p.m. Monday-Friday, some weekend events</td>
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**GENERAL DESCRIPTION**

The Outreach Specialist supports the development and implementation of outreach activities for programs and projects that engage PDE’s partners and the public.

**JOB FUNCTION**

*Content Creation*

- Creates visual content for signage, brochures, and other written materials related to watershed education in print, web and social media formats.
- Supports the development of program materials and activities for special events, roving interpretation, and presentations.
- Collaborates with staff in the developing of visual materials.

*Special Event Planning & Support*

- Provides planning and logistics for large-scale events.
- Maintains relationships with partners and property owners.
- Recruits and regularly communicates with exhibitors and vendors.

*Program & Project Planning, Organization, and Administration*

- Collaborates with other departments
- Maintains PDE literature inventory
- Responds and fulfills orders for copies of PDE outreach materials and promotional products.
- Provides support for public education, outreach activities, development mailings, fundraising events and program presentations.
- Maintains relationships with program partners.

Performs all other duties as assigned.

**REQUIRED SKILLS & EXPERIENCE**

- Two years’ experience working in education, communication, design, natural resources, environmental studies, or equivalent combination of education and experience
- Interest in environmental stewardship and sustainability
• Enthusiasm for the outdoors
• Proficiency with Microsoft and Google Suites; graphic design, web design, and social media
• Strong organizational and coordination skills
• Ability to multi-task
• Attention to detail
• Ability to coordinate multiple partners on a project
• Ability to work independently and as part of a team
• Excellent written and oral communications skills
• Valid United States driver’s license

WORKING CONDITIONS
Time spent in this position will be split between being in an office setting and outdoors. Occasionally, there will be tasks completed in a storage/warehouse facility. Work hours may shift depending on the project, including weekend and/or evening events.

PHYSICAL REQUIREMENTS
Ability to lift up to 30 pounds and sit and stand for at least 4 hours at a time.

REPORTING RELATIONSHIPS
Reports to: Operations Director
Direct reports: N/A