

## Partnership for the Delaware Estuary

### Job Description

Title: Outreach Specialist Grade / Step: A3	Status: Regular Full Time Non-Exempt
Incumbent: OPEN	Signature:
Schedule: 9 a.m. – 5 p.m. Monday-Friday, some weekend events	Date:

### **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