

Partnership for the Delaware Estuary

Job Description

Title: Community Engagement 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 Community Engagement Specialist practices the latest techniques in scientific communication. This role supports the creation and implementation of activities for programs that engage PDE's partners and the public. Additionally, this position facilitates positive environmental impacts, as well as, fosters community-driven programming in urban, suburban, and rural communities in the Delaware Estuary watershed, with an emphasis on Philadelphia.

JOB FUNCTION

Content Creation

- Distills and communicates scientific information
- Creates visual content for signage, brochures, and other 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 development of visual materials

Event Planning and 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

- Assists in fostering community driven programming
- Collaborates with other departments
- Provides support for public education, outreach activities, and program presentations
- Maintains relationships with program partners

- Maintaining relationships with the community
- Maintains PDE literature inventory
- Responds and fulfills orders for copies of PDE outreach materials and promotional products
- Performs all other duties as assigned.

REQUIRED SKILLS & EXPERIENCE

- Two years of experience working in education, communication, design, natural resources management, environmental studies, or equivalent combination of education and experience
- One year of experience in facilitating community-based programs
- Interest in environmental stewardship, sustainability, and environmental justice
- Experience in digital design and/or graphic design skills
- 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 work with and guide 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