

## **Partnership for the Delaware Estuary**

### **JOB DESCRIPTION: Engagement Assistant Coordinator**

The Partnership for the Delaware Estuary (PDE), a regional environmental non-profit organization based in Wilmington, Delaware, is seeking to fill an Engagement Assistant Coordinator position.

#### **GENERAL DESCRIPTION**

The Engagement Assistant Coordinator works with and supports the Partnership for the Delaware Estuary's Engagement Team in Southeastern Pennsylvania, including with the Schuylkill Action Network. The Assistant Coordinator will assist in helping to improve source water by facilitating connections with partner organizations and engaging the public through stormwater education.

#### **JOB FUNCTIONS**

1. Assist with the implementation of the following Schuylkill Action Network (SAN) activities:
  - a. Support meeting facilitation and logistics support
  - b. Develop content for quarterly newsletter and annual progress report in consultation with SAN partners
  - c. Plan and coordinate SAN social media (Meta and LinkedIn) and email (Mailchimp) communications
  - d. Track program metrics, projects, news articles, events, and grant opportunities to share with SAN membership
2. Support SAN Manager and work closely with SAN & Engagement Coordinator on logistics and promotion of SAN outreach programs and events, such as Schuylkill Scrub, Water Utility Forum, Schuylkill Action Students, SAN Bus Tour and SANnual Meeting
3. Assist with weekly updates of content on events, news and grant programs on schuylkillwaters.org website.
4. Support Philadelphia Community Coordinator on stormwater related education and outreach activities:
  - a. Recruit volunteers and assist with coordinating volunteer events
  - b. Develop public facing materials, such as flyers and social media posts
  - c. Foster new partnerships with local community and environmental organizations
  - d. Assist with stormwater education presentations to youth and adult community groups, such as scouts troops or neighborhood associations
5. Assist with the planning and execution of local outreach events, such as the Delaware River Festival in Philadelphia and Chester.
6. Serve as an ambassador for PDE and SAN at public events.
7. Perform other activities as assigned.

#### **REQUIRED SKILLS & EXPERIENCE**

- 1-2 years of relevant work experience
- Experience and demonstrated interest in natural resources and water resource management
- Demonstrated organizational skills, multi-tasking ability, and attention to detail.
- Excellent written and oral communication skills.
- Demonstrated ability to work collaboratively in teams.

- Demonstrated ability of problem solving, critical thinking, and decision-making.
- Experience with Google Suite, Microsoft Office, and video meeting platforms.
- Candidates must be able to lift 40 pounds as well as sit and stand for at least 4 hours at a time.
- Must be at least 18 years of age with consistent access to reliable transportation.
- Valid driver's license and United States citizenship or a valid visa to work in the US are required.

#### **PREFERRED SKILLS & EXPERIENCE**

- Bachelor's degree in communications, environmental science/studies, human ecology, or a similar degree from a college or university.
- Experience in social media and website management.
- Experience organizing meetings, events, or conferences.
- Proficiency with digital design tools such as Canva.
- Familiarity with stormwater management, source water protection, nonpoint source pollution and related topics a plus.

#### **WORKING CONDITIONS**

Time spent in this position is split between the PDE office (Wilmington, DE), off-site meeting locations, and remote work from home. Off-site work sites may range from Philadelphia, PA to Schuylkill Haven, PA. Occasionally, there will be tasks completed in a storage/warehouse facility or field locations. Work hours may shift depending on task needs and staff or partner availability. Periodically, there will be the need to work hours outside the normal work day schedule, which may occasionally include a weekend.

#### **SALARY AND COMPENSATION**

This position is paid an annual salary of \$44,308 and is a full-time, non-exempt position and will report to the SAN Manager. Eligible for benefits package.

#### **TO APPLY**

Closing Date: Until Filled

Interested applicants are encouraged to submit a resume and a one- to two-page cover letter via email to [mrogalus@delawareestuary.org](mailto:mrogalus@delawareestuary.org).

The cover letter should include: 1) where the applicant encountered the advertisement; 2) why the applicant is interested in working at PDE; 3) how the applicant's experience makes them a good candidate; and 4) a description of the applicant's long-term goals. The applicant's description of what makes them a good candidate and how PDE can help the applicant achieve long-term goals are particularly important to address in the cover letter, rather than reiterating material in resume, as this will help PDE fairly assess a diverse applicant pool.

Partnership for the Delaware Estuary, Inc. is an Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of religious affiliation, race, age, sex, gender identity, sexual orientation, disability, or any category that becomes protected by federal labor law. Candidates must be able to work legally in the United States.