Title: Outreach Coordinator  
Supervisor: Executive Director  
Office Location: Stevens Point, Wisconsin  
Salary: $18 to $22/hour for 20 to 30 hours/week. Potential for full-time position in future.  
Application Deadline: Applications will be reviewed beginning June 15, 2019. Position open until filled.

North Central Conservancy Trust (NCCT) is seeking a part-time Outreach Coordinator to successfully manage NCCT’s public relations and communications to advance the mission, raise the visibility of NCCT’s work, grow support among new and existing stakeholders, and engage stakeholders. The position will help foster an appreciation for conservation of natural and working landscapes through a commitment to donor-centered communications (print and visual) to inspire and engage supporters.

NCCT’s mission is to conserve the natural heritage of Central Wisconsin through protection of land. Since our inception in 1994, we have permanently protected more than 4,000 acres of important land and water in Adams, Clark, Lincoln, Marathon, Portage, Taylor, Waushara and Wood counties. NCCT primarily works with donations of conservation easements and conservation lands.

**PRIMARY RESPONSIBILITIES:**

- Work with the Executive Director, board, committees, volunteers and stakeholders to advance NCCT’s mission.
- Maintain positive relations with donors, including individuals, foundations, and public agencies and ensure that donations are used as the donor intends, in conjunction with Executive Director.
- Conduct outreach to promote awareness of and support for NCCT’s mission throughout our 8-county service area. Represent NCCT at various events.
- In coordination with the Public Relations committee, plan and publicize membership and outreach events.
- Strategically engage with, build and maintain relationships to attract new easement donors, volunteers, and supporters. Assist with recruitment and retention of volunteers.
- Develop and maintain print and electronic communication and promotional materials. Produce and manage video content for use in social media and the organization’s website.
• Assist with development of a fundraising program, soliciting major gifts, coordinating donor recognition activities, and cultivating and developing donor relationships.
• Maintain donor information including MS Access database.
• Other tasks as assigned.

REQUIRED QUALIFICATIONS:
• Passion for land conservation and for protecting natural resources.
• Creative, enthusiastic, friendly personality who enjoys working with people.
• Bachelor’s degree.
• Proven oral and written communication skills, including public speaking and social media.
• Highly organized and able to manage multiple projects simultaneously, establish priorities and meet project deadlines.
• Proven experience creating compelling digital and print media, images, and videos.
• Computer proficiency in MS Office.
• Ability to work independently with little direction and as a team member.
• Flexible schedule: job duties may require long hours and occasional evenings and weekends.
• Valid driver’s license.

PREFERRED QUALIFICATIONS:
• 1-2 years relevant work experience, preferably at a non-profit organization.
• Background in marketing, communications, and social media.
• Database, GIS, and website management skills.

WAGES & BENEFITS:
• This position is considered a regular, part-time employee of NCCT, with limited benefits.
• The hourly pay rate is $18 to $22/hour for 20 to 30 hours/week with potential for full-time in future.
• Eight paid holidays and paid vacation.

Please include the following in your application package:
• Writing sample (examples: persuasive writing, fundraising appeal letter, grant application)
• Social media sample (examples: Facebook post, video content)
• Graphic design/print media (examples: poster, newsletter)

Application: Please send cover letter, resume, three professional references, and writing/design samples to:
Janet Smith, Executive Director, NCCT, edncct@gmail.com.
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Stevens Point WI 54481-0124
(715) 344-1910 www.ncctwi.org