



WETLANDS WATCH JOB ANNOUNCEMENT OUTREACH MANAGER

Wetlands Watch is seeking a full-time Outreach Manager to help extend our nature-driven climate adaptation programs statewide. We seek a creative & self-motivated individual to work on a range of issues associated with developing Virginia's response to the impacts of climate change, specifically sea level rise, recurrent flooding, & increased rainfall intensity. Wetlands Watch's outreach work is central to our success. This position's initial focus will be to support Wetlands Watch's citizen science phone app & conduct outreach to Virginia's non-coastal communities regarding funding opportunities available for flood risk planning, capacity building, & project implementation. Part of this outreach includes contributing content for use on social media and our website. We have a [wide portfolio](#) of partnership-driven programs & need help amplifying our message to multiple stakeholder groups.

ABOUT THE POSITION

The Outreach Manager will work under the supervision of the Executive Director in partnership with staff working on existing outreach & policy initiatives. With experience, the position will evolve into an independent staff position with the potential to develop separate program areas. The hire will work in our Norfolk office and/or remotely on a flexible basis, with the expectation of significant travel across the state of Virginia. As part of our organization, you will:

Manage the use of the "[Sea Level Rise](#)" smartphone app we developed to crowdsource flooding information.

- Manage 700+ volunteer mappers, running app training events across Virginia
- Recruit new users & "customers" for the app, especially in rural areas
- Coordinate the annual citizen science mapping event, "[Catch the King Tide](#)," which put us in the [Guinness record book](#)
- Maintain relationships with existing partners including WHRO & the Virginia Institute of Marine Science (VIMS)
- Conduct outreach to various stakeholders, including regional school systems (in coordination with WHRO) and local governments
- Create & execute outreach plan to new user: Colonial Coast Chapter of the Girl Scouts of America
- Interface with app developer on software updates & technical issues

Conduct outreach on Virginia's Community Flood Preparedness Fund.

- Coordinate outreach & education to local & regional governments on the [Community Flood Preparedness Fund](#) (CFPF) across Virginia, with focus on rural communities west of I-95
- Create & present in-person & virtual presentations on the CFPF to local & regional government stakeholders
- Provide technical assistance to CFPF applicants on resilience plan development & capacity building, study, & project grant applications
- Provide feedback on needed modifications to the CFPF program

ABOUT WETLANDS WATCH

Wetlands Watch is a statewide environmental non-profit in its 21st year of working on the conservation & protection of Virginia's wetlands. We have six staff & an office in Norfolk, VA. We are one of the only conservation groups in the country working at the local government/ grassroots level to implement climate change adaptation measures on a community scale.

We are a boundary organization that brings academic strategies, scientific findings, & government policies for addressing the impacts of climate change to the decision makers at the front lines of the

impacts - local government staff & community members. We also inform those upper level academic & government activities with the needs of front line decision makers. We operate in networks & develop partnerships to advance our goals & maintain a very collaborative approach to problem solving.

QUALIFICATIONS

Applicants must have, at minimum, 2 years of practical experience in community outreach & stakeholder engagement. Applicants should have a college degree in a field related to adaptation (environmental disciplines, policy, planning, engineering, landscape architecture, etc.) and/or communications. Additional areas of experience that will elevate an applicant include experience with Virginia environmental policy, coalition building, the National Flood Insurance Program, shoreline management, green infrastructure, & local government planning & zoning. Proficiency with basic technology is expected. Additionally, we value experience in graphic design, data visualization, & website development & familiarity with G-Suite, Microsoft Office Suite, Adobe Creative Cloud, & ArcGIS.

The job requires the ability to operate independently in a collegial atmosphere that encourages creativity. Position requires the ability to plan, organize, & conduct outreach activities, speak in public, & represent the organization within our community of practice. The Outreach Manager will be required to travel for multiple days at a time, operating independently out of home or our Norfolk office, & have access to reliable transportation.

Our ideal candidate is:

- Enthusiastic, outgoing, self-motivated, & able to work independently, as well as possess the ability to collaborate & interact with people of diverse backgrounds including staff, Board members, stakeholders, community members, & donors
- Proficient in translating complicated, technical information to the general public
- Experienced in designing & implementing outreach campaigns at the community level
- Attentive to detail, has good time management skills, & the ability to manage multiple projects, meet deadlines, & organize various events with short- & long-lead schedules
- Experienced with social media & committed to spreading Wetlands Watch's mission with stakeholders, potential donors, & the general public
- Has excellent writing skills, including copy-editing, & oral & written communication skills
- Willing to work occasional nights & weekends & travel to meetings & events as needed

This is a rare opportunity to develop expertise in the emerging field of climate change adaptation, with freedom to innovate & excel in a supportive, collaborative organization.

COMPENSATION

- Position has compensation in the range of \$45,000/year, expenses reimbursed, with health insurance support, & paid federal holidays
- Two-weeks paid vacation
- Mileage, travel, supplies, & normal office expenses in performance with job responsibilities will be reimbursed by Wetlands Watch with appropriate documentation. Mileage reimbursement will be at current GSA rates. Cell phone costs will be partially compensated
- Computer & IT needs (software, etc.) will be provided as needed & justified

HOW TO APPLY

Questions & applications should be directed to: Skip Stiles, Executive Director, skip.stiles@wetlandswatch.org

Applications must be submitted by May 15, 2022 & include a cover letter, resume, writing sample, & three references.