



Employment Opportunity The San Diego River Park Foundation **Engagement Associate**

The San Diego River Park Foundation (SDRPF) was founded in 2001 to create a better future for the San Diego River and San Diego. Additional information about the organization is available at www.sandiegoriver.org.

The SDRPF relies on an engaged community of volunteers, advocates and donors to advance our vision of a better future for the San Diego River. We are seeking an energetic, self-motivated, reliable individual to fill the position of Engagement Associate. This person will be a member of a multi-person engagement team, working together to support engagement goals, focused on volunteer recruitment, public outreach and communications.

Responsibilities:

Volunteer Services: San Diego River Park Foundation programs are sustained by a community of volunteers, participating in a range of programs. This staff person will be responsible for handling outreach and marketing strategy to encourage first-time volunteers, as well as handling inquiries from volunteer prospects. Essential responsibilities:

- Work with staff to write volunteer recruitment and event descriptions and populate organizational event calendar
- Work with team to generate recruitment materials, including flyers, posters and announcements
- Oversee posting of marketing materials, both physical and electronic
- Be the first point of contact for many volunteer inquiries, and implement system for handling these inquiries, which will include answering questions, taking down event sign-ups and sending event details, connecting volunteer prospects with other staff as needed, and other duties
- Oversee and train student interns and volunteers to assist with outreach, event marketing, and communications with volunteers
- Staff outreach events and/or volunteer events as needed
- Assist with reporting on engagement program metrics
- Maintain inventory and good working quality of outreach and recruitment materials

The Ideal Candidate Will:

- Be committed to environmental mission of organization
- Have strong public speaking and communication skills
- Have experience with customer service and/or community organizing
- Have an outgoing personality and enjoy working with others
- Be precise and accurate in phone and email communications
- Have basic knowledge of Excel, Word, PowerPoint and Google Drive
- Be flexible, adaptable, and organized
- Have strong multi-tasking and prioritization skills
- Enjoy working in a dynamic, small office with student-interns and volunteers of all types
- Be willing to work outdoors
- Must have a valid driver's license and good driving record. Ability to use personal vehicle for work travel preferred.

Other Desired Qualifications:

- Volunteer leadership experience, communications experience, and/or customer service experience is a plus
- Basic graphic design experience (such as simple flyers or brochures) a plus
- Social media experience preferred (particularly Facebook and Instagram)
- Some college or the equivalent in experience
- Some Saturday and evening work may be required

This job description is intended as a guide to the general job responsibilities and is not inclusive of every duty the employee may be expected to perform.

The San Diego River Park Foundation is an Equal Opportunity Employer.

Reporting: This position reports primarily to the Community Engagement Manager, but will work as a member of a team.

Hours: Part-time position (20 hours/week)

Compensation: \$14 per hour

Deadline: Open until filled

Start Date: Immediately

Contact: Please send an email with resume and cover letter to sarah@sandiegoriver.org. Put "Job Inquiry: Part-Time Engagement Associate" in the subject line. No phone calls please.

The San Diego River Park Foundation
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www.sandiegoriver.org