



Employment Opportunity The San Diego River Park Foundation Santee Outreach & Events Associate

The San Diego River Park Foundation and the Santee Historical Society are partnering to hire a part-time staff person to focus on connecting residents of Santee and neighboring communities to local history and the San Diego River.

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 Santee Historical Society (SHS) explores Santee's past to enrich our present and inspire our future. SHS connects people to the past by collecting, preserving and sharing Santee's history, including family histories, events, newspaper articles, books, and photos. Additional information is available at <http://santeehistoricalsociety.org>.

Together, we are seeking an energetic, self-motivated, reliable individual to fill the position of Outreach and Events Associate. This person will be an employee of the San Diego River Park Foundation, and will report to the Communication and Events Manager. However, they will work closely and receive day-to-day supervision and input from the SHS Board of Directors, primarily working from the Barn in Santee. We are seeking a self-starter who is comfortable working independently to implement this strategy.

These organizations are currently working remotely, though this position is expected to be in-person in the future.

Primary responsibilities of the position:

Events:

- Work with SHS Board and SDRPF to create a calendar of weekend events such as; workshops, tours, volunteer projects, holiday fairs, family activities, and more, to fill a calendar with approximately 10 events annually. These events typically fall on the 3rd Saturday of the month.
- Manage the logistics of all events including schedule creation, supplies list development, partner coordination, set-up/clean-up, volunteer recruitment and promotion
- Maintain relationships with community-based organizations (such as business groups, nonprofit organizations, local agencies, service clubs, schools, scouts, military, etc.) to recruit partners and attendees
- Bring 1000 new visitors to the Barn annually
- Maintain records and complete regular reporting on engagement goals

Community Outreach:

- Attend community events as a representative of SHS and/or SDRPF, and engage members of the public, solicit feedback, make presentations, and attend meetings.
- Maintain a contact list for local groups
- Be available to host gatherings at the barn, as needed, for community groups.
- Synthesize and report on community feedback
- Coordinating assembly, development and submission of video products and other digital content for social media and local media

Volunteer Coordination

- Formalize procedures and policies for volunteer tasks
- Recruit, train, supervise, track, and recognize volunteers to assist with barn administration/research/archiving, greet visitors, support special events, and fill additional needs
- Field volunteer inquiries and follow-up with interested volunteers.

Additional duties:

- Be available on Tuesday mornings to greet visitors at the Barn or attend SDRPF staff and SHS board meetings
- Respond to volunteer and community member inquiries received at the Barn and pass off contacts to appropriate board member
- Assist with creation and dissemination of marketing and storytelling materials.
- Post events on social media. Respond to comments and inquiries.
- Assist with relationship management for facilities, donors, and other community contacts
- Support other admin tasks as required

Reporting: This position reports primarily to the Community Engagement Manager at the SDRPF, but will receive day-to-day supervision from SHS Board Members

Hours: 10-19 hours/week

- This person will attend SHS Board meetings on the second Tuesday of each month to report on metrics, upcoming events and progress, and to participate in strategic planning
- This person will attend SDRPF staff meeting on the first Tuesday of each month to report on metrics, upcoming events and progress, and to participate in strategic planning
- This person will regularly check-in with the SDRPF Engagement team

Compensation: \$15.00 per hour

Qualifications and Requirements:

- Clear communicator and independent worker to support being liaison between two organizations with complementary but distinct missions
- Passion for environmental and historical role of the San Diego River in Santee
- Exceptional organizational skills
- Documented community outreach, and/or community organizing experience
- Strong oral communication skills
- Able to work with diverse groups of people
- Customer service and problem-solving skills
- Ability to work outdoors
- Public speaking skills
- Basic knowledge of Outlook, Excel, Word and PowerPoint
- Flexible and adaptable
- Outgoing personality, enjoys working with others
- Must have driver's license, and ability to use personal vehicle for work preferred
- Social media and Word Press experience a plus
- College degree or the equivalent in experience
- Some weekend and evening work will 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.

Deadline: Open until filled

Start Date: Immediately

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

The San Diego River Park Foundation
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www.sandiegoriver.org