

The San Diego River Park Foundation

JOB DESCRIPTION: Outreach and Events Associate

Reports to: Community Engagement Manager

Part-Time (flexible 16 – 24 hours per week)

Compensation: \$16.50 per hour with sick leave and PTO

OVERVIEW: The San Diego River Park Foundation is seeking a dynamic individual to join our team. The ideal candidate will have a passion for connecting people with the outdoors and the skills and experience to have fun while doing it! The selected person will play a key role in our community engagement with a focus on Mission Valley and nearby communities. The person will also assist at engagement events. We seek smart, people-loving people who want to be part of an organization that endeavors to make a meaningful, lasting difference in our region. The position has some flexibility in the number of hours and the schedule.

ESSENTIAL RESPONSIBILITIES:

- Community tabling, presentations, and other outreach
- Event Coordination (friend-raisers, engagement activities, and fundraisers)
- Assist with communications including social media

OTHER RESPONSIBILITIES:

- Be a key member of the engagement team's overall program
- Support the mission of the organization
- Participate in grant-funded and other special projects
- Other duties as assigned by the Community Engagement Manager

KNOWLEDGE & SKILLS REQUIRED:

- Enjoy meeting people and speaking before groups
- Graphic design skills using Canva and other programs (helpful but not required)
- Familiarity with using social media platforms (esp. Facebook and Instagram)
- Excellent communication skills and understanding of community engagement & mobilization techniques
- Event planning
- Enjoy working with volunteers and interns
- Thrive in a busy work environment
- It is helpful to have your own vehicle (not required) – mileage to be reimbursed

PHYSICAL REQUIREMENTS: Must be able to lift 15 lbs.

SCHEDULE: Flexible schedule is available. Some weekends and evenings are required for special events and outreach activities.

WORKING CONDITIONS: We support working remotely. This position requires the ability to meet with people in person and attend events. The San Diego River Park Foundation maintains an office in western Mission Valley close to the Old Town Trolley Station. There will be times when going to the office will be required to pick up supplies and to meet with others.

TO APPLY: Please email your resume along with an introduction sharing your interest in joining our team to:

Victor Maisano
Community Engagement Manager
The San Diego River Park Foundation
victor@sandiegoriver.org

We encourage anyone who feels they are qualified for this position to apply. The position will remain open until filled. Please no phone call inquiries. This is an At-Will Position. We are looking for someone who can start as soon as possible.