



Clackamas River Basin Council

P.O. Box 1869 • Clackamas, OR 97015 • www.clackamasriver.org • Email: info@clackamasriver.org
503-303-4372 FAX 503-303-5176

Job Description

Title: Outreach Assistant

The Clackamas River Basin Council (CRBC), a 501(c)(3) non-profit organization, working to *foster partnerships for clean water and to improve fish and wildlife habitat and the quality of life for those who live, work and recreate in the watershed.* CRBC is led by a diverse 21 member Board of Directors and we work closely with local agencies, organizations, landowners and volunteers to implement the Oregon Plan for Salmon and Watersheds. CRBC offices are located in a beautiful historic building in Gladstone, Oregon, just minutes from the confluence of the Clackamas and Willamette Rivers, and less than 15 miles from downtown Portland.

Summary of Position: This is a part-time position averaging 20 hours per week, with up to 40-hour weeks on occasion. The primary duties of this position are to support the Clackamas River Basin Council's (CRBC) mission by engaging with the public to promote streamside restoration, education, and volunteer opportunities. The Outreach Assistant will engage with individuals both one-on-one and in group settings to promote the importance of riparian restoration, pesticide reduction, and watershed care.

Duties and Responsibilities:

- Recruit private or public landowners in outreach through direct mail, telephone, on-the-ground outreach site visits and events to participate in programs and enhance our river, streams, and riparian forest while increasing awareness toward the benefits of a healthy watershed.
- Attend community events and present CRBC programs to engage participants.
- Data entry from landowner outreach efforts, including but not limited to calls and site visits.
- Assist with coordination of volunteers to complete outreach activities, and track volunteer hours.
- Record and evaluate event attendance.
- Other responsibilities as assigned.

Working Conditions:

This part-time position involves a multiple task and teamwork approach, reporting to the Education and Outreach Coordinator and supervised by the Executive Director. It includes both office and community-based activities. Attendance at evening and weekend meetings and community events is an essential function of this position, requiring a flexible schedule.

Required Qualifications:

- Experience in community outreach with a preference for experience in watershed or natural resources education or planning; 2 years or more preferred.
- Proficient written and verbal communications skills.
- Computer software proficiency with Microsoft Office program. Working knowledge of ArcView GIS highly desirable. Experience with Adobe Suite preferred.

- Flexible schedule that allows for some evenings, weekends and up to 40-hour weeks on occasion, with average workweek at 20 hours per week.
- Ability to work outdoors on uneven terrain and in inclement weather.
- Valid driver's license recognized by Oregon or Washington and a reliable motor vehicle.
- Ability to pass a pre-employment drug screening.

Desired Qualifications:

- 4-year degree related to environmental science, education, or communication.
- Knowledge of riparian restoration processes and Pacific Northwest ecology.
- Enthusiasm for working with people.
- Self-directed, organized, and motivated to be pro-active in spending time effectively.
- Previous experience with non-profit groups, especially watershed councils.
- Volunteer coordination skills.

Compensation:

Dependent on experience.

How to Apply: Email cover letter indicating your interest and relevant experience along with resume to rebecca@clackamasriver.org, or mail your cover letter and resume to Clackamas River Basin Council, PO Box 1869, Clackamas, OR 97015. Review of résumés will begin April 2, 2012 and will continue until the position is filled.