



JOB ANNOUNCEMENT

Communications and Community Engagement Coordinator (CCEC)

Position Opens: April 20, 2022

Application Review Starts: May 9, 2022; Open until filled

Position Status: Full time, At-will, Non-exempt

Pay Range: Starting salary \$52,000-\$58,096/year DOE

Benefits: Medical, dental, vision, employee assistance program, short term disability, life insurance, retirement contribution; paid vacation, holidays, and wellness leave.

Office Location: Corvallis, Oregon; potential for hybrid telework/office work option

Reports to: Executive Director

Desired Start Date: end of May/early June 2022

Welcome to Benton Soil and Water Conservation District (BSWCD)

BSWCD is a Special District governed by a publicly elected Board of Directors and supported through a property tax levy, grants, and other local, state, federal, and private funds. Our talented staff (6 FTEs) engage Benton County residents in the conservation and stewardship of natural resources by providing educational, technical, and/or financial assistance. Our annual budget is approximately \$1 million dollars. We work collaboratively with a diverse array of dedicated and enthusiastic partner organizations, land managers, and volunteers to achieve our mission and meet the needs of our community.

Our Commitment to Equity, Diversity, Inclusion, and Justice (EDIJ)

BSWCD is committed to fostering a work environment that is inclusive, collaborative, and welcoming. We strive to apply an equity focus to our policies, practices, procedures, and programs. We are working to identify and remove barriers to access our services and provide opportunities for all members of our community to engage in and benefit from the conservation and stewardship of our natural resources. Our EDIJ journey is continually evolving as we learn and grow together as individual staff and board members, and as an organization.

About the Communications and Community Engagement Coordinator Position

The CCEC has responsibilities in three broad priority areas: 1) communications/social media and marketing; 2) conservation education and outreach; and 3) volunteer/internship program coordination. This team member raises awareness of the impacts of our community conservation programs across our service area of Benton County; helps us reach new audiences and deepens collaborative relationships with community partners with an eye towards equitable access to our programs and services; uses marketing tools to convey consistent messaging to our customers, stakeholders, and funders; develops conservation career pathways by recruiting and inspiring volunteers/interns to get involved with and become ambassadors of the District; and develops, implements, and evaluates strategies to engage land managers and other community members in conservation projects that align with our Strategic Plan.

APPLICATION DEADLINE

Applications should be received by 5 PM on Monday, May 9, 2022. Submit all application materials requested. Incomplete applications will not be considered.

HOW TO APPLY

Visit [This link](#) for the full CCEC position description and application form.

Submit all application materials below in hardcopy or electronic form:

- Benton SWCD job application form - online or obtain a paper copy by contacting Linda Lovett, Operations Manager (llovett@bentonswcd.org or 541-753-7208).
- Cover letter describing your qualifications for and interest in the Communications and Community Engagement Coordinator position. Please explain how you personally connect with the BSWCD mission, and the skills you would use to be successful in this job.
- Resume (include your email address and phone number in the header).
- At least two writing samples that demonstrate your professional writing style relevant to the position.
- Three professional references, at least one of which is a past supervisor.

Send electronic submissions to: Applications@bentonswcd.org with the subject heading **CCEC Application**. **Attach all application materials as a single PDF**. Please do not include attachments in the body of your email.

Mail hard copy application materials to:

Attn: Linda Lovett, Operations Manager
Benton Soil and Water Conservation District
136 SW Washington Avenue; Suite 201
Corvallis, Oregon 97333

Finalists will be contacted for an interview. We will notify all qualified applicants when a decision has been made. Thank you for your interest in this position and for taking your valuable time to apply for a job with Benton Soil and Water Conservation District!

Equal Employment Opportunity

Benton Soil and Water Conservation District (BSWCD) is an equal opportunity employer. Applicants who need reasonable accommodation to participate in any phase of the application process should call Linda Lovett at 541-753-7208. BSWCD does not discriminate in employment on the basis of race, color, national origin, religion, age, disability, gender, sexual orientation, gender identity, military service, marital status, parental status, or any other non-merit factor.