



Job Title: Community Engagement Coordinator

Hours: Year-round, part-time (0.5 FTE)

Salary: \$20,800

Reports to: Cook Inletkeeper's Central Peninsula Regional Director

Location: Soldotna, Alaska

Applications Due: Feb 15, 2021

General Functions:

Cook Inletkeeper is a community-based 501(c)3 organization formed in 1995 to protect the Cook Inlet watershed and the life it sustains. Inletkeeper seeks a community-minded coordinator with strong organizational, volunteer management, and outreach skills who can work well independently. The coordinator will focus on empowering the community to make progress on local climate solutions to help protect the watershed and the life it sustains. Superb interpersonal skills are required to meet community members where they're at and communicate effectively across diverse perspectives.

Position Overview:

This position will coordinate the day-to-day operations of community programming in the Central Kenai Peninsula, offering a flexible part-time schedule. The position will have the support of the Regional Director, and will collaborate to refine program structure, create points of entry for volunteers, and contribute to effective systems to track organizational progress and evaluate program components. Projects include Local Climate Solutions (to meaningfully address global warming), Soldotna Food Hub (to increase local food security and reduce food miles), and Wild Run & Ride (to foster watershed stewardship by connecting people to place).

Primary Responsibilities (including but not limited to):

- Coordinate day-to-day operations of community-based climate solutions, such as engaging volunteers, sending newsletters, and managing logistics for the Community Compost project;
- Coordinate Inletkeeper's annual Mouth to Mouth Wild Run & Ride event, including outreach to organizational partners, business sponsors, and participants;
- Operate distribution for Soldotna Food Hub location (Wednesdays 2-7pm May-Oct);



- Support local renewable energy efforts, including the volunteer-led Solarize the Kenai Campaign in the Central Peninsula, incorporating innovative strategies and partnerships to make solarize more equitable and accessible to residents;
- Assist with volunteer and speaker coordination during Salmonfest;
- Manage data from sign-in sheets and online databases;
- Assist with creating advertising content, and promoting events in local media, social media, and networks;
- Help write newsletters, website updates, blogs, op-eds, social media posts, and press releases and distribute to appropriate media outlets; and
- Additional responsibilities as needed.

Desired Qualifications:

- Community-minded, able to motivate and empower others toward civic engagement and change;
- Ability to be self-directed and take initiative;
- Detail oriented and highly organized;
- Strong time-management skills, with the ability to meet multiple goals and deadlines while working independently;
- Volunteer coordination and/or programming experience;
- Familiarity with social media and web-based outreach tools, including Facebook, Instagram, Wordpress, and MailChimp;
- Excellent interpersonal skills and strong ability to build trust and maintain relationships with diverse constituencies across the community;
- Commitment to address root causes of environmental and social injustice, while building movement toward a Just Transition in the Central Peninsula; and
- Familiarity with the Jemez Principles for Democratic Organizing.

How to Apply: Please send a cover letter, resume, and three references to Kaitlin Vadla at kaitlin@inletkeeper.org with “Community Engagement Coordinator” in the subject line. Receipt of your application will be acknowledged with an email reply.