



BITTERROOT WATER PARTNERSHIP

Community Engagement Coordinator

Reports to: Manager of Community Conservation

Salary: \$22-\$26+/hour commensurate with experience and qualifications.

Position: Part-time, hourly position, averaging approximately 20 hours per week annually, with increased hours during the field season (April–October). *Weekly workload may range from 10–30 hours depending on program needs.*

Start Date: April 2026. The position will remain open until adequately filled

Position Overview:

The Community Engagement Coordinator plays a vital role in strengthening Bitterroot Water Partnership's (BWP) connection with our community, volunteers, partners, and donors. This position conducts outreach and youth education efforts, coordinates volunteer activities and engagement, coordinates ongoing and major events such as River Cleanup, International Fly-Fishing Film Festival (IF4), River Rooted, Farmers Markets and other outreach events, etc., to elevate the visibility and impact of BWP's mission. This person will provide support for communications and development to help ensure various audiences have meaningful opportunities to engage with our conservation programs.

This dynamic role enhances BWP's strategic priorities of community stewardship, conservation learning, action, and relationship building.

Description of Responsibilities

Outreach and Events – 30%

- Organize and effectively represent BWP at community outreach events such as Pint Nights, trivia nights, farmers markets, and other tabling events.
- Coordinate with other staff to promote events through appropriate communication channels
- Coordinate logistics for signature events, like River Rooted, in partnership with administrative staff Collect, create, and manage content for BWP's social media pages
- Support BWP's general outreach and events through a variety of support tasks ranging from graphic design for outreach materials to continual application of webpage improvements

Volunteer Coordination – 30%

- Lead all aspects of volunteer management – recruitment, training, appreciation, etc. - for restoration field days, the River Stewardship Program, Water-Wise Landscaping, office volunteers, and events.
- Implement BWP's Bitterroot River Clean Up, an annual stewardship event engaging 100-150 volunteers
- Maintain effective communication with other staff and partners to identify volunteer needs and opportunities
- Work with other staff to continually evaluate and improve BWP's volunteer programs to align with organizational goals
- Foster a sense of belonging and dedication among volunteers

Support for Fundraising – 20%

- Support Development and Executive staff with donor and sponsor stewardship activities like thank-you letters, emails, newsletters, and special mailings coordinating donor appreciation efforts; tuning into occasional development workshops or networks to bring innovative ideas back to BWP
- Build and expand business sponsorships by identifying new prospects and deepening engagement with existing partners through thoughtful stewardship and ongoing communication.
- Secure donated items to support fundraising at various events

Support for Conservation Programs – 15%

- Coordinate and support certain aspects of the Water-Wise Landscaping Program like the Landscaping Workshop, Plant Pack Pick Up Days, demonstration garden maintenance days, and other new programmatic aspects.
- Coordinate renewal and caretaking of the River Stewardship Stations
- Deliver several conservation learning lessons to youth (4th grade and above) each year

Other – 10%

- Collect and organize quality photo and video content
- Other community, volunteer, donor, and business engagement opportunities as they arise

Other Requirements

- Fostering an Environment of Collaboration
- Cultivating a professional & supportive work environment by demonstrating professionalism in interactions with coworkers, clients, and stakeholders
- Demonstrating Transparency, Fairness and Openness in communication
- Ability and willingness to occasionally work outside of standard office hours (i.e., 9am-5pm), including 10+ weekend days
- Attitude of adaptability and flexibility to meet the evolving needs of the organization and community and get the job done
- Demonstrate commitment to and professional enthusiasm about the BWP's work and mission

Qualifications:

- A strong belief in the value, science, and rigor of community engagement
- Preferred: Bachelor's degree in environmental science, education, communications, nonprofit management, or a related field.
- Strong self-management skills with the ability to prioritize and manage multiple tasks effectively
- Excellent verbal and written communication skills
- An eye for design and aesthetic appeal
- Experience with community engagement and outreach programs.
- Familiarity with the local landscape and conservation needs preferred
- Proficiency in Microsoft Office and basic familiarity with design or database tools
- Ability to work collaboratively with diverse people
- Proficiency in digital communications tools (e.g., social media, website management, content creation tools, email marketing) and print communications