



Watershed Outreach & Development Assistant

The Satilla Riverkeeper is a member supported, 501(c)(3) non-profit organization dedicated to protecting, restoring and educating about the beautiful and unique Satilla River. The Satilla River is a blackwater coastal river located in Southeast Georgia, with the office stationed on the banks of the river in downtown Woodbine. We advocate for the right to swimmable, fishable, and drinkable waters for all to enjoy.

Satilla Riverkeeper is seeking a motivated and talented Watershed Outreach & Development Assistant to assist the Executive Director in fulfilling our mission by collecting accurate information on the health of our waters, engaging the public to be good stewards of our water resources, and ensuring ample operating funds are generated for the organization through fundraising and 'friend-raising'. The Coordinator will also participate in effective statewide coalitions working to effect positive change for our water and natural resources.

Responsibilities include:

- Conduct regular water quality monitoring and citizen activities to support water quality monitoring in the Satilla River watershed through participation in Georgia's Adopt a Stream program.
- Coordinate and lead regional efforts on the Satilla River Water Trail program.
- Participate in public speaking engagements and presentations to educate community groups, school children, and potential members about issues impacting the Satilla River.
- Organize and conduct volunteer activities; including regular river cleanups, paddle trips, and invasive species removal.
- Participate in public relations and communications efforts with media, members, and the public via press releases, marketing materials, bi-annual newsletters, website, social media and email alerts.
- Work with the Executive Director and Board of Directors to cultivate major donors and recruit members (i.e. friend-raising and soliciting sponsors).
- Manage the membership database (Giftworks) to log and track donations, conduct membership mailings, renewals, solicitation letters, etc.
- Identify and apply for grant opportunities which help cover position expenses.
- Assist with major fundraising events including the Annual Gala, Spring Oyster Roast, Georgia Gives Day online fundraiser, and others that may be conducted.
- Perform other duties as assigned by the Executive Director.

The Watershed Outreach and Development Assistant reports directly to the Executive Director. This job may require flexible hours, including working after hours, evenings and weekends.

Preferred requirements:

- Committed to environmental justice and protecting and preserving the environment; especially our water resources. Interest in Satilla River, coastal or environmental issues preferred.
- Bachelor's degree in natural resources, communications, education, or a similar field.
- At least one year of experience working in water science, environmental education, non-profit management, political science, fundraising, or policy making.
- Project management experience including directing a project from conception to completion.
- Fundraising and community organizing abilities; Ability to take initiative and work independently as well as with a team.
- Experience in modern social media & web based communication tools; excellent written and verbal communication skills; public speaking skills.
- Proficiency in database management.

Board

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Dr. Jim Cottingham
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Beth Roach
Wayne County

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Charlton County

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Ware County

- Must possess a valid state-issued driver's license & own or have access to a reliable vehicle for work-related use.

The Watershed Outreach and Development Assistant will obtain real world experience in the non-profit business world and gain exposure and education regarding the challenges facing our natural resources. The Coordinator will receive non-profit training, including experience in the core workings of a nonprofit business, and have opportunities to attend regional conferences. There will also be numerous opportunities to network with a wide variety of environmental non-profit organizations, environmental decision makers, politicians and others individuals working in the environmental sector of Georgia. The position provides an opportunity to positively impact the environment of southeastern Georgia and to join coalitions to protect Georgia's coast and all of Georgia's natural waters. This opportunity will be both demanding and rewarding, and allows a chance for the individual to help promote our mission. Please visit our website to learn more at www.satillariverkeeper.org

Satilla Riverkeeper offers a competitive salary, a generous vacation policy and expense reimbursement. Salary is \$30,000. Opportunities for raises may occur as development occurs.

Application Procedures:

Please submit your resume, cover letter, and two (2) professional references with contact information to Ashby Nix Worley, Executive Director, riverkeeper@satillariverkeeper.org. Applications will be accepted until March 15, 2016. After an initial screening, the following may be requested: complete curriculum vitae, college transcripts, proof of any professional certifications, and three letters of recommendation.