



Rappahannock River Roundtable

Position Description Outreach and Communications Assistant

POSITION DESCRIPTION

Friends of the Rappahannock is seeking to hire a part time communications assistant to support the Rappahannock River Roundtable and other collaborative based contracts in the Rappahannock River basin. This position is eligible for remote work with occasional visits to Culpeper, Fredericksburg, or Tappahannock

Friends of the Rappahannock (FOR) is a 501c3 watershed protection organization with offices in Fredericksburg, Culpeper, and Tappahannock, Virginia. FOR works to be the voice and active force for a healthy and scenic Rappahannock River. We accomplish this through three program pillars - advocacy, restoration and education.

The primary role of this position will be to support the Rappahannock River Roundtable partnership. The Rappahannock River Roundtable is a strategic partnership of stakeholders dedicated to land and water conservation, community outreach and education, and capacity building throughout the entire Rappahannock River Watershed. We operate as a collaborative of diverse organizations working to accelerate the pace of water quality improvement and pollution reduction guided by the Virginia Phase III Watershed Implementation Plan (WIP), the Chesapeake Bay Total Maximum Daily Load (TMDL), and many local TMDL implementation plans.

DUTIES

This position will support the Roundtable coordinator and FOR communications coordinator with a variety of communications, outreach, and digital marketing tasks and activities. The successful

candidate will also have the opportunity to join Friends of the Rappahannock staff and other partners for their projects and programs as interest, time, and resources allow.

Roundtable Website:

- Support and update content on the website event page
- Maintain current grant and funding opportunities on the website
- Update partner resources page with new publications, reports, Maps, and other resources
- Work with partners to develop relevant content blog posts

Roundtable Social Media

- Contribute and monitor the Roundtable facebook page
- Post events from Roundtable website to facebook page
- Share partner posts and events on Roundtable facebook page
- Work with partners to answer and reply to any relevant comments/questions
- Develop and maintain paid advertising for partner events, opportunities, and other posts

Roundtable Partner Listserv:

- Work with Roundtable advisory board and Roundtable coordinator to develop and circulate a monthly newsletter
- Work with Roundtable coordinator to provide additional updates to the listserv as needed

Rappahannock River Symposium:

- Support the planning and logistics of the 2023 in-person symposium
- Assist with soliciting and reviewing presentations and panelists for the 2023 symposium
- Assist with day of facilitation of the 2023 symposium

QUALIFICATIONS

Necessary Qualifications:

- Passion for environmental protection and conservation
- Experience with wordpress website development/content creation
- Experience with facebook advertising and content creation
- Experience with Canva and graphics creation
- Experience with email marketing software (vertical response, constant contact, etc)
- Experience with google suite (drive, gmail, sheets, etc)
- Experience with collaborative planning tools (doodle, Jam Board, etc)

Preferred Qualifications:

- Degree in communications, marketing, business, environmental science, or a related field

- Experience leading zoom based meetings, workshops, breakout sessions, and presentations with 100+ attendees
- Experience with esri story maps
- Located within 1 hour of either Culpeper, Fredericksburg, Tappahannock, VA

This is a part-time, flexible position eligible for remote work or located in the vicinity of Culpeper, Fredericksburg, or Tappahannock, VA. Please indicate your location interest in your cover letter*

The hourly rate will be \$15 per hour.

Friends of the Rappahannock is an equal opportunity employer. We are inclusive. We believe diversity drives innovation. We are always growing our partnerships and believe it takes a watershed to make a difference.

Please send a cover letter, resume, and references to info@rappahannockroundtable.org with "Outreach and Communications Assistant" in the subject line.