



## Events & Outreach Associate Job Announcement

<b>Office Location:</b>	Bremerton, WA
<b>Salary:</b>	Negotiable
<b>Benefits:</b>	SIMPLE IRA, Vacation, Personal Leave and Holidays
<b>Job Status:</b>	Full-Time, Non-Exempt
<b>Reports To:</b>	Finance & Operations Director
<b>Closing Date:</b>	Open Until Filled
<b>Desired Start:</b>	September 4, 2018

### Position Description

The Events & Outreach Associate is a member of Great Peninsula Conservancy's development team and is responsible for coordinating events, maintaining the website and blog, and implementing communications via social media. She/he is an enthusiastic conservationist who inspires people to be part of a community that cares for the land. The Events & Outreach Associate is responsible for achieving the events and outreach program's financial and outreach goals, which include engaging diverse communities in saving land for people and wildlife.

### Responsibilities

#### Events

- Plan and coordinate membership/fundraising events, including an annual dinner and donor reception, that inspire and connect people with our work
- Collaborate with Finance & Operations Director to obtain business sponsors for annual dinner and other events
- Develop and coordinate membership walks and volunteer stewardship activities to engage members with Great Peninsula Conservancy's work and with each other
- Collaborate with partners to organize community events and outdoor experiences to connect diverse communities with GPC
- Use CRM database and marketing tools to build website forms to promote and manage event signups and to create special interest groups

#### Outreach

- Develop, implement, evaluate and revise strategy for outreach via website
- Maintain and oversee functionality of new website
- Coordinate posts on GPC blog; identify and schedule guest writers; and write blog content
- Plan and create social media posts to connect members and the community with GPC's work
- Design and distribute event marketing materials
- Photograph events and conserved lands; edit photographs for use on website, in social media and in print materials
- Answer phone, greet visitors and respond to requests for information

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Team Player

- Collaborate with other members of the development team and with other Great Peninsula Conservancy programs to advance organizational priorities and achieve GPC's mission
- Serve as staff co-liaison to the Membership & Events Committee
- Other duties as assigned

**Qualifications**

- Two or more years of college or technical training
- Two or more years of experience in event coordination, website maintenance or social media strategies
- Proficient in graphic design and photo editing for print and web (Photoshop, InDesign & Publisher)
- CMS experience (WordPress) and basic HTML; experience with Google Analytics
- Adept at social media (Facebook, Instagram)
- Experience with CRM database applications
- Experience with email marketing tools
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher, Outlook & Office 365)
- Skilled photographer
- Enthusiasm for land conservation
- Self-directed and capable of multi-tasking and problem solving
- Attention to detail and excellent organization skills
- Good interpersonal and teamwork skills with a friendly personality

**Organizational Profile**

Great Peninsula Conservancy ([www.greatpeninsula.org](http://www.greatpeninsula.org)) is a nonprofit land trust that works to protect forever the natural habitats, rural landscapes, and open spaces of the Great Peninsula—a region that includes Kitsap, north Mason, and west Pierce counties, Washington. Since 1980, Great Peninsula Conservancy has protected over 10,000 acres of this spectacular region of west Puget Sound, including forests, farms, marine shorelines, and salmon streams.

**To Apply**

Send cover letter (one page) and resume (max. two pages) to: [cindy@greatpeninsula.org](mailto:cindy@greatpeninsula.org) or Cindy Moore, Great Peninsula Conservancy, 423 Pacific Avenue, Suite 401, Bremerton, WA 98337. **Application Deadline: Position is open until filled.**

**Equal Employment Opportunity**

At Great Peninsula Conservancy, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and employees. GPC believes that diversity and inclusion among our employees are critical to our success.