



Community Outreach Coordinator Job Description

7 Lakes Alliance, a non-profit organization in the heart of Maine's Belgrade Lakes Watershed, is seeking an energetic Community Outreach Coordinator. 7 Lakes Alliance's mission is to conserve the lands and waters of the Belgrade Lakes Region for all.

Description: A Community Outreach Coordinator will be responsible for connecting 7 Lakes Alliance with the surrounding community through written, social media, and oral communications. Their duties include, managing social media pages to engage with community members, maintaining a calendar for outreach events and working closely with community partners to plan and execute various outreach events, including the Farmers' Market. This position works collaboratively with and reports to the Community Engagement Coordinator.

Job time-frame: Seasonal (16-23 weeks). Some weekends are required. Two positions are available 1) will work up to 40 hours/week and 2) will work up to 20 hours/week.

Pay: Starting \$17.00 per hour

Work Location: 137 Main Street in Belgrade

Start Date: May 19th 2025

End Date: August 23rd 2025

Essential Job Functions

Public relations: Community Outreach Coordinator will create strategic relationships with visitors. Public relations are a way that the Community Outreach Coordinator will communicate with visitors and the media to represent the organization. Press releases, brochures, social media, and email campaigns are ways a Community Outreach Coordinator uses public relations.

Gallery duties: Community Outreach Coordinator will be the public face of 7 Lakes Alliance and are expected to be professional, able to interact with visitors in the gallery; enforce gallery rules in a courteous manner; and attend or coordinate coverage for the gallery during the summer, including during the Farmers' Market held Sundays from 8 a.m. to 1 p.m. mid-June to September. Community Outreach Coordinator is expected to become knowledgeable about 7 Lakes Alliance and direct visitors to the appropriate program leaders, provide a friendly and welcoming environment, and be prepared to personalize connections for visitors through one-on-one or group conversation.

Administrative duties: Project management and event coordination are some duties a Community Outreach Coordinator may do that benefits the organization.

Essential Job Skills

Communication: Both verbal and written communication is essential to inform and educate visitors. An ideal candidate will be friendly, easy to talk to, and excel at written communications.

Technology and media: This position utilizes a variety of communication tools such as Instagram, Facebook, Constant Contact, Zoom, and scheduling applications such as Google/Outlook Calendar. An ideal candidate will be familiar with these platforms and comfortable learning new programs.

Project management: It is essential for an Outreach Coordinator to have skills in time management, scheduling other people and coordinating locations for events as well as vendors for events.

To Apply

- Send a single PDF including 1) cover letter, 2) resume, and 3) three professional references to sally.whittington@7lakesalliance.org, subject "Outreach Coordinator." Please indicate whether you are interested in the 40 hour/week or 20 hour/week Outreach Coordinator position.
- Cover letters should address specific skills and experiences that relate to community outreach, public outreach, and communications. Writing samples are encouraged but not required.
- The position will be open until filled. Review of applications will begin April 15, 2025. Listed start and end dates may be negotiable depending on candidate availability and need.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

7 Lakes Alliance does not discriminate on the basis of race, color, sex, gender identity, national origin, age, disability, veteran status, sexual orientation or any other characteristic protected by law. We strongly encourage qualified individuals with disabilities and those from diverse backgrounds to apply. We are an equal opportunity employer dedicated to creating an inclusive culture where employees from diverse backgrounds can thrive and support our mission.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.