



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 by working closely with our community members and partners. Their duties include: co-leading programs such as guided hikes, workshops, and presentations, and serving as the welcoming face of the organization while staffing our Visitor Center, especially during the Sunday Farmers' Market. This position works collaboratively with and reports to the Community Engagement Coordinator.

Job time-frame: Seasonal (16-23 weeks), 40hrs/week. Most Sundays are required, and you must be able to work at least 1 of the 2 holidays during this timeframe.

Pay: \$18.50 per hour

Work Location: 137 Main Street in Belgrade, ME

Start Date: May 27th, 2026

End Date: August 31st, 2026

Essential Job Functions

Gallery duties: A 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. This includes staffing the building during the Farmers' Market held on Sundays from 8 a.m. to 1 p.m. Father's Day through Labor Day. A Community Outreach Coordinator is expected to become knowledgeable about 7 Lakes Alliance and direct visitors to the appropriate program leaders to answer questions, provide a friendly and welcoming environment, and be prepared to personalize connections for visitors through one-on-one or group conversation.

Event hosting: This position requires staffing events such as hikes, educational boat rides, paddles, etc. The Community Outreach Coordinator must be comfortable speaking with groups, leading outdoor activities, and value safety.

Public relations: A Community Outreach Coordinator will create strategic relationships with visitors and local community members. This position will work with the Community Engagement Coordinator and the Advancement & Communications Manager to ensure events are properly advertised, our audiences are being reached, and that community engagement remains positive and effective.

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 Slack, Canva, Zoom, Google Docs, and scheduling applications such as Google/Outlook Calendar. An ideal candidate will be familiar with these platforms and/or 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."
- 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 13, 2026. 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.