



Northern Bedrock Historic Preservation Corps Outreach Coordinator

Outreach Coordinator

Description: *Northern Bedrock Historic Preservation Corps is seeking an experienced outreach specialist to recruit AmeriCorps Members and broaden our external communications.*

The Outreach Coordinator is responsible for external communications, including website content, career fair marketing materials and attendance, quarterly e-newsletter writing and distribution, and social media updates. This position additionally coordinates Corpsmember recruitment, onboarding and orientation. This is a part-time, non-exempt year-round position reporting to the Program Manager.

Compensation: \$18-\$22.00 hourly, commensurate with experience.

Benefits: Sick and Safe Leave, cell phone stipend, prorated benefits, paid professional development and leadership training, flexible scheduling

Position Responsibilities:

Website Content Development and External Communications (40%)

- Coordinate with staff to create and regularly update the website including program, recruiting, social media, newsletter and fundraising content
- Maintain an appropriate social media presence for the organization, including alumni outreach and online funding events such as GiveMN
- Solicit content for and publish a quarterly newsletter
- Manage and work to increase the distribution list of newsletters
- Develop a regional outreach strategy and attend (or ensure staff attendance at) relevant community meetings, career fairs, etc.
- Engage and maintain relationships with organizations, schools, workforce centers and individuals to bolster trades and career service opportunities for Corpsmembers
- Serve a positive representative/ambassador of this organization with the public when interacting with volunteers, community members, Technical Specialists, Project Hosts and the press
- Maintain consistent and effective communication with all NBHPC team members; staff, corps and Board.

Corpsmember Recruitment and Tracking (35%)

- Develop and execute a recruitment strategy and plan, including updating materials such as Corpsmember position descriptions and member service agreements to clearly define expectations.
- Build and maintain relationships with organizations, schools, workforce development centers, colleges and individuals to engage and recruit potential Corpsmembers
- Maintain Corpsmember selection system including position postings, initial communications, application and interview procedures, decision matrices, reference checks, status tracking, etc
- Coordinate interview process and recordkeeping: scheduling interview and staff participation, maintaining files, securing reference checks, and assisting with final selection

Additional Responsibilities assigned as necessary (25%)

- Assist in grant writing and reporting in conjunction with other team members
- Assist in organizational event planning such as Orientation, Workshops and Recognition Ceremonies as well as general office administration
- Serve on call and visit project sites as needed during field season

Travel Requirements:

- Outreach Coordinators travels as needed for recruiting events, training coordination, and project follow up. This includes travel by car throughout service area. Work vehicles and rental cars are provided as necessary.
- Travel is confirmed and communicated as far in advance as possible. The Outreach Coordinator's schedule is considered when planning travel dates.

Qualifications:

Required:

- BA/BS in a relevant field, or equivalent education and/or experience.
- Valid driver's license and ability to pass criminal background and motor vehicle record checks: No major moving violations or DUI's in the past five years, no positive hits on the NSOPW, and no history of violent offenses
- Office in Duluth, MN and use of personal vehicle for statewide travel.
- Excellent written and verbal communication skills, and desire to represent Northern Bedrock in the community and beyond.
- Proven ability to develop positive relationships and effectively communicate organizational activities both internally and externally.
- Strong organizational, time management and planning skills.
- Demonstrated teamwork and communication skills.
- Significant experience with electronic communication devices and systems.
- Experience in work requiring significant attention to detail.
- Genuine commitment to respecting the ideas and intelligence of young adults and an ability to relate to and support a diverse group of people.

- Desire to mentor and teach young adults in job and life skills development
- Ability to be flexible in a fast-paced, changing work environment.
- Strong commitment to workplace safety and risk management.
- Valid driver's license and ability to pass criminal background and motor vehicle record check. "Pass" means no major moving violations or DUIs in the past five years, no positive hits on the NSOPW (the Dru Sjodin National Sex Offender Public Website), and no history of violent offenses or crimes of dishonesty.

Preferred:

- Proficient in Google Suite (docs, sheets, forms), MacOS and website design
- Experience in AmeriCorps, conservation corps and/or non-profit program management, or related experience.
- Familiarity with and appreciation for Minnesota's historic preservation efforts, culture and places.
- Knowledge of preservation and/or construction trades skills.
- Experience working in outdoor environments in all weather conditions.

Work Environment:

CONSTANT: Near and mid-range vision; depth perception; field of vision; visual accommodation; color vision; talk/speak; walk on uneven or steep terrain; walk and work inside and outside.

FREQUENT: Lift and carry up to 15 pounds; far vision; hear; bend neck; climb stairs; feel; use fingers; grasp; handle; move about; reach; reach above shoulder; rotate neck; sit; stand; stoop/bend; twist at waist; turn wrists; and work with or around others. **OCCASIONAL:** Lift and carry up to 25 pounds; maintain posture; squat; static neck position; exposure to weather; extreme wet or humid conditions; vibration; elevated or slippery surfaces; moving objects; work alone; on-call, extended days and driving.

Northern Bedrock is an equal opportunity employer and offers all persons the benefit of participating in its programs and employment regardless of race, color, creed, religion, national origin, sex, marital status, familial status, public assistance, age, disability, sexual orientation, or membership in local human rights activities.

To Apply: Email resume, cover, and three professional references to admin@northernbedrockcorps.org. Please include "Outreach Coordinator" in the subject line. This position will remain open until filled. The selection process will begin on January 31, 2023. To learn more about Northern Bedrock, please visit our website at www.northernbedrockcorps.org.