



2522 Marshall Street NE
Minneapolis, Minnesota 55418-3329

612-746-4970
contacts@mwmoo.org

mwmoo.org

MISSISSIPPI
WATERSHED
MANAGEMENT
ORGANIZATION

POSITION DESCRIPTION

Position Title

Environmental Outreach Coordinator

Job Class

Program Specialist II

Reports To

Outreach Program Manager

Classification

Non-Exempt

Date

December 2024

Primary Objective

The Environmental Outreach Coordinator is responsible for the development and implementation of outreach and engagement programs for the Mississippi Watershed Management Organization. The individual works in partnership with cities, neighborhoods, schools and other community-serving organizations to deliver programs that connect people with the Mississippi River and the surrounding watershed with the goal to protect and improve water quality and habitat in the watershed.

Major Areas of Accountability/Essential Job Functions

- Develop and lead outreach campaigns and programs to connect individuals and communities with water quality and broader social/environmental issues in a variety of ways.
- Coordinate and lead community outreach and engagement activities including tabling, workshops, presentations, tours, special events and more to educate community members

ENVIRONMENTAL OUTREACH COORDINATOR POSITION DESCRIPTION

about stormwater pollution, threats to water quality and provide opportunities and resources to protect the watershed (or the environment).

- Work with member cities to support their outreach efforts related to stormwater, habitat and land-use issues.
- Develop and maintain positive relationships with neighborhoods, community and youth-serving organizations, and other entities (cities, regional and state government, schools, universities, organizations and associations) to promote the watershed's mission and goals.
- Develop and implement programming and interpretive elements to engage community with the MWMO's facility, Stormwater Park and Learning Center. This includes regularly giving tours and presentations about the facility, the organization and its work.
- Seek opportunities for synergistic collaboration and provide support across all work areas of the MWMO, including monitoring, projects, planning and administration.
- Represent the MWMO on committees, in partnerships and collaborations to ensure coordination, reduce duplication and enhance the impact of MWMO outreach efforts.
- Contribute to individual, team and organizational work planning.
- Develop and monitor budget for assigned program area and obtain approval on budget items from Executive Director or their designee.
- Perform other projects and responsibilities as apparent or assigned.

Supervisory Responsibilities

This position may be responsible for contractor or intern supervision.

KNOWLEDGE, SKILLS AND ABILITIES:

Experience:

Minimum of three (3) years of related experience in environmental education, outreach, communications or a related field.

Education:

Bachelor's Degree in related field

- Equivalent experience may be considered in lieu of a degree.

ENVIRONMENTAL OUTREACH COORDINATOR POSITION DESCRIPTION

Additional Skills Required:

- Program development and implementation, including program, project and budget management.
- Ability to manage multiple and simultaneous priorities and effectively meet deadlines.
- Strong public speaking, group facilitation and instructional skills.
- Commitment to working with diverse individuals and communities to increase awareness, understanding and capacity to face environmental challenges.
- Ability to demonstrate commitment to environmental protection and water resource management.
- Ability to communicate effectively, both verbally and in writing
- Ability to manage multiple projects and adhere to timelines
- Ability to collaborate and work effectively on teams and independently
- Proficiency with a personal computer including email and basic office and internet applications
- A valid driver's license at the time of hire.

Desired Qualifications (helpful, but not required)

- At least five (5) years of experience in a related field.
- Experience working with diverse audiences towards equitable programming and outcomes.
- Prior knowledge or experience with watershed-based work, stormwater management, and preservation and restoration of ecosystems.
- Project management skills and/or experience writing and managing contracts and working with contractors.
- Fluency in a second language, especially Hmong, Somali, or Spanish.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements and does not imply a contract.

**ENVIRONMENTAL OUTREACH COORDINATOR POSITION
DESCRIPTION**

Employee's Signature Date

Supervisor's Signature Date