



## **Job Opportunity: Outreach Coordinator & Office Manager**

### **Position Overview**

The Orleans Conservation Trust seeks a highly motivated individual to serve as Outreach Coordinator & Office Manager. The individual will report to the Executive Director and will work closely with staff, board members, volunteers, and the public. They will manage OCT's guided walks and educational lectures and assist with social media (Facebook and Instagram) and email communications with members. They will also be responsible for core administrative operations including donation processing, donor database maintenance, mailing preparation, assisting the OCT Treasurer with financial reporting, and being responsive to the public. The Outreach Coordinator & Office Manager will work out of OCT's office at 203 South Orleans Road, Orleans, MA 02653. This is a full-time, exempt position. Willingness and availability to work occasional evenings and weekends required.

### **Orleans Conservation Trust Background:**

OCT is a private nonprofit land trust, founded in 1970. Our mission is to preserve land and educate the public in order to sustain our natural resources and the character of our community for generations to come. To accomplish this mission, the Trust seeks to acquire lands, to manage and maintain those lands in their natural state, to protect wildlife habitat, and to educate members, residents, and visitors about the importance of preserving the environmental quality of Orleans. We host regular guided walks and educational lectures, and we maintain several trails on OCT properties.

### **Our ideal candidate will have:**

- Passion for environmental protection
- Bachelor's degree or equivalent work experience
- Strong interpersonal skills and experience working with the public
- At least two years of relevant work experience in an office setting
- Attention to detail and excellent organizational skills
- Ability to work independently
- Demonstrated good judgement
- Clear written and verbal communication skills
- Proficiency with Microsoft Office (especially Word and Excel)
- Experience in using a variety of computer programs, including:
  - o Donor database management or customer relationship management (CRM) software
  - o Email marketing tools (e.g., Constant Contact, Mailchimp)
  - o Website design or maintenance
  - o Event registration and donation software

### **Responsibilities**

#### **Outreach:**

- Serve as liaison to and provide staffing for the Communications, Fundraising, and Education Committees
- Organize OCT's guided walks and educational lectures, including working with Executive Director and appropriate committees to determine program content

- Publicize events via OCT website, email marketing (e.g., Constant Contact), and social media
- Manage in-house mailings and outside service providers on larger print and mail jobs
- Assist in preparation of OCT's Spring and Fall Newsletters and manage print vendors where appropriate.
- Assist in coordination of other marketing materials and mailings
- Maintain inventory of OCT materials for public locations, ensuring restocking as necessary
- Track responses to various mailings and campaigns

**Office Management:**

- Process donations, maintain and recommend, where appropriate, improvements to the OCT membership database, and prepare acknowledgement letters
- Assist OCT Treasurer with financial reporting and tracking OCT income and expenses
- Make weekly bank deposits
- Attend monthly board meetings; take and maintain meeting minutes
- Organize and assist colleagues with meeting preparation (e.g., Zoom links, meeting materials, etc.)
- Maintain up-to-date documentation for OCT properties and operating procedures (e.g., policies, committee charters, etc.)
- Answer phones and be responsive to emails
- Coordinate with Executive Director to develop a proposed budget for office organization, upkeep, and supplies

**Compensation:** Salary is commensurate with experience. OCT also provides a generous benefits package, including vacation, personal, and sick time, health insurance, retirement benefits, and short- and long-term disability and life insurance coverage.

**To Apply:** Please submit a cover letter summarizing your relevant professional experience, a writing sample, and a resume to [oct@orleansconservationtrust.org](mailto:oct@orleansconservationtrust.org) with the subject "Job Application." Review begins on August 29, 2022, and position is open until filled. Thank you for your interest!

OCT is an Equal Opportunity Employer and strives to sustain and strengthen an inclusive and equitable working and learning environment for all staff, volunteers, and visitors. We embrace diversity as we believe exposure to a variety of perspectives enables us to confront and overcome the challenges of today's world.