

**Partners for Clean Streams, Inc.**  
**Job Announcement**

**Position Title:** Communication & Outreach Specialist

**Status:** Part-time, hourly employee

**Supervisor:** Executive Director

**Closing Date:** Resumes Due February 17, 2020

**Location:** Perrysburg, OH



Partners for Clean Streams, Inc. (PCS) is seeking a dynamic leader to serve as Communication & Outreach Specialist for the diverse water-related programs for this environmental nonprofit organization. PCS is committed to improving the waterways of Northwest Ohio for the benefit of all who live, work, and play in our area.

Partners for Clean Streams, Inc (PCS) is a 501(c)3 non-profit community organization with an interest in supporting local and regional water quality improvements in the metro-Toledo area. Partners for Clean Streams is striving for abundant open space and a high quality natural environment; adequate floodwater storage capacities and flourishing wildlife; stakeholders who take local ownership in the resources; and rivers, streams, and lakes that are clean, clear, and safe.

Additional information about the organization and its programs can be found at [www.PartnersForCleanStreams.org](http://www.PartnersForCleanStreams.org).

**The Position:**

The Communication & Outreach Specialists (COS) is responsible for assisting the Executive Director with PCS's efforts to build and maintain strong and effective working relationships with federal, state, and local governments, the environmental community, and area citizens through communication and outreach, event promotion, media relations, and maintaining our websites and social media.

The COS will be leading the successful promotion and multi-media outreach of established annual volunteer events, leading outreach at booths and fairs and other non-traditional education opportunities, and working with media relations, grant writing and fundraising efforts, all focused on educating and engaging the public in opportunities to restore clear, clean, and safe waters in Northwest Ohio. In addition, the COS may assist in other support activities for our program implementation and general PCS support activities.

The position will require some evening and/or weekend work, as well as some outdoor work in all seasons/weather. Overnight travel may be occasionally necessary. A valid driver's license with reliable transportation is required.

**The Qualifications:**

The Communication & Outreach Specialist (COS) must have integrity, high energy, and the initiative to shape the future at PCS. The COS should possess strong leadership qualities, excellent oral and written communication skills, strong networking and collaboration skills, and knowledge of environmental issues. While the candidate's strongest skills should be in written and oral communication, he or she should also have knowledge on a broad range of water quality, ecological, and Great Lakes environmental issues. The COS must have proven ability to work self-directed and as a team member, motivate volunteers and committee members, assist with fundraising, create and implement long-range plans, and communicate effectively with a broad range of audiences.

The minimum educational qualifications include graduation from a recognized college or university with a Bachelor's Degree related to communications, multi-media, public relations, journalism or related field OR environmental science, natural resources, science education, outdoor education, but with strong, demonstrated written and oral communication skills. Candidates on track for graduation soon may be considered. Significant relevant experience and/or a combination of some college and relevant experience would be considered in lieu of a Bachelor's degree; however, candidates currently enrolled in college should be able to demonstrate the ability and interest in working the desired number of hours during our peak times and an interest in growing with the position over the longer term. This is not a short-term or limited hour internship.

Proficiency in MS Office software and shared documents programs (i.e. Google documents, Dropbox, Box, etc) is required. Experience with Joomla or other similar website program, with Salesforce, MS Office Suite and/or similar equivalents, and social media (such as Facebook, Twitter, and Instagram) in a professional setting is desirable.

**Wage and benefits:**

This part-time position is an average of 22 hours per week depending on PCS activities and deadlines, with an expected that hours will vary throughout the year. It may range between 16 – 24 hours a week. The wage range is \$16 - \$17 an hour, depending on qualifications and experience. At this time, medical, dental, and vision insurance will not be provided or offered; however, Paid Time Off is accrued and major holidays are paid.

The schedule is flexible and variable, depending on workload and other activities. Work hours are typically between 7am – 6pm Monday through Friday, with occasional evening or weekends.

**To Apply:**

Please send cover letter, resume, references, and other supporting materials to:

[Executive.Director@PartnersForCleanStreams.org](mailto:Executive.Director@PartnersForCleanStreams.org)

Electronic copies are preferred. LinkedIn profiles are not sufficient.

For mailed copies, use:

Partners For Clean Streams, Inc.

P.O. Box 203

Perrysburg, OH 43552

Phone Number: 419.874.0727

**Closing Date: February 17, 2017, midnight, or until filled. Start Date is likely in early to mid-April.**

Partners for Clean Streams is an Equal Opportunity, At Will Employer