



Communication & Community Engagement Coordinator MOUNT ST. HELENS INSTITUTE

Position:	Communication & Community Engagement Coordinator
Compensation:	\$37,600 annual salary. Benefits include health insurance (50% employee and family), SIMPLE IRA retirement plan with 3% employer match, two-weeks paid vacation, federal holidays, one-week paid time off between December 25 – January 1, and paid sick leave.
Term of Employment:	Salaried, full time, exempt
Closing Date:	February 24, 2019
Start Date:	April 1-15, 2019

SUMMARY:

The Mount St. Helens Institute seeks a Communication & Community Engagement Coordinator who is responsible for coordinating and implementing community engagement activities – both digitally and in-person – that connect diverse individuals in our neighboring communities to Mount St. Helens. Supervised by the Volunteer and Community Engagement Manager, this person is responsible for coordinating all communication strategies, including quarterly newsletters, website, social media content, and other online marketing efforts. This person also assists in supporting Mount St. Helens Institute volunteer programs. Lastly, this person supports community events, including the Volcano Naturalist Program, Volcano Views & Brews lecture series, and other public events. This is a position for someone who will thrive working both indoors and outdoors, connecting with people both in person and through the digital world. For more information about programs, events and volunteer efforts, visit our website: www.mshinstitute.org. Join us in engaging people of all backgrounds in this exciting landscape!

DUTIES AND RESPONSIBILITIES:

- Communications Coordination (50%)
 - Work collaboratively across departments to maintain strong and effective web presence on MSHI's website and social media (Facebook, Instagram, etc.). Provide monthly report on analytics.
 - Manage search engine optimization including Google Adwords account.
 - Coordinate media interest in the Mount St. Helens Institute.
 - Coordinate and design quarterly newsletter and other print and online publications.
- Volunteer Coordination (30%)
 - Assist Volunteer and Community Engagement Manager in supporting volunteers.
 - Support with volunteer on-boarding strategies, including: application process, orientation, tracking and training.
 - Co-maintain volunteer records database (Better Impact) to manage volunteer reporting, volunteer paperwork, volunteer records audit, and program reports.
 - Provide consistent communication with volunteer community through monthly newsletters, website, site-visits and email communications.
 - Co-plan and implement volunteer appreciation activities.
- Community Engagement (20%)
 - Assist with planning and implementing community (Volcano Naturalist, Views and Brews, and Summer on the Mountain, etc.) and fundraising (Boots and Bow Ties, etc.) events.

- Represent the Mount St. Helens Institute at community events, workshops, conferences, and partnership meetings.
- Leadership
 - Coach, mentor and support volunteers.
 - Work with Volunteer and Community Engagement Manager to compile reports and develop and evaluate programs and events.
- As a small non-profit, we all wear many hats. There will be other duties as assigned.

REQUIRED QUALIFICATIONS:

- Demonstrated skills, knowledge, and experience in the design and execution of marketing, communications, and public relations activities including analytics and SEO best practices
- Computer literacy in content management systems, HTML & CSS, word processing, photo and video editing, graphic design software, and social media platforms.
- Excellent verbal and written communication skills.
- Minimum one (1) year experience working alongside volunteers.
- Demonstrated ability to work well with people of diverse backgrounds, ages and cultures.
- Enthusiasm for the mission of the Mount St. Helens Institute.
- Ability to pass a background check.
- Have a valid driver’s license with an acceptable driving record for the past three years.

IDEAL CANDIDATE WILL:

- Be a thoughtful, diplomatic communicator with the ability to work collaboratively, navigate difficult conversation, resolve conflicts and build trust and confidence in others.
- Be able to think creatively and critically to solve problems.
- Have excellent time-management, organizational, and planning skills.
- Be able to inspire volunteers.
- Be flexible to changing hours, pressures and deadlines, and an evolving organization.
- Demonstrate cultural competency.

ABILITIES: Regular office and computer work is required. Applicants should be able to transport supplies of up to 10 lbs., and be able to work outdoors at accessible sites in a variety of weather conditions. Driving to locations around Mount St. Helens (up to 4 hours) is common. The Communication & Community Engagement Coordinator must possess a valid driving license and pass a criminal background check.

WORKING HOURS: This is full-time position with some weeks exceeding 40 hours. Evening and weekend work will be required throughout the busy seasons (Spring-Summer), and occasionally at other times during the year. Additional work is outdoors throughout the Mount St. Helens National Volcanic Monument under a wide range of weather conditions and in schools and other community places. Extensive single-day and overnight travel around southwest WA may be required in a personal vehicle with mileage reimbursement.

LOCATION: The Communication & Community Engagement Coordinator will be based at the Mount St. Helens Institute office in Amboy, WA. Telecommuting may be available on a sporadic basis. Amboy, WA is a rural community approximately 40-50 minutes northeast of Vancouver, WA. There are small cities – Battle Ground, Woodland and others – between Vancouver and Amboy.

ABOUT US: The Mount St. Helens Institute is a non-profit organization dedicated to advancing understanding and stewardship of the earth through science, education and exploration of volcanic

landscapes. MSHI functions as a tight-knit group of individuals united in our common passion for Mount St. Helens. We value diversity, good challenges, adventure, fun, partnership and community. We work closely with the Mount St. Helens National Volcanic Monument staff on a daily basis and operate under US Forest Service special use permit.

OUR COMMITMENT: The Mount St. Helens Institute fundamentally believes that its employees are a valuable source of ideas for improving operations and making the workplace more interesting and attractive. In order to do so, we ensure that all employees work in an environment free of discrimination. All candidates applying for this position will be reviewed without regard to race, color, creed, religion, sex, age, national origin, veteran or marital status, sexual orientation, or disability. This institution is an equal opportunity provided. Review the Mount St. Helens Institute's [Diversity, Equity and Inclusion Statement](#).

TO APPLY:

Apply no later than February 24th, 2019 at 11 PM.

Email the following items to apply@mshinstitute.org. To make sure that your application materials are sent to the appropriate staff, please do the following:

- Subject Line: "Last Name First Name" Communication & Community Engagement Coordinator
- Cover Letter (name the file as follows "Last Name First Name" Cover Letter)
- Resume (name the file as follows "Last Name First Name," Resume)

Please no phone calls. You may email us with questions.