

***Haw River Assembly  
Event and Outreach Coordinator  
Job Description***

***About the Haw River Assembly***

The Event and Outreach Coordinator is a position with the Haw River Assembly (HRA) We are a non-profit grassroots citizen organization working since 1982 to protect and restore the Haw River and Jordan Lake, located in central NC. We work to build a watershed wide and diverse community that shares this vision. We advocate for clean water, and environmental justice, and carry out educational, monitoring, and river clean-up programs with volunteers. The Haw River watershed is located in the Piedmont of NC and includes Greensboro, Burlington, Chapel Hill, southern Durham and eastern Chatham County. Our office is near the river, in Bynum, Chatham County.

***About the Event and Outreach Coordinator Position***

The Event and Outreach Coordinator ("Coordinator") will organize and implement the major events for the Haw River Assembly each year, which will involve managing logistics, recruiting and communicating with volunteers, and soliciting donations and sponsors for some of these events.. This position has flexible hours and requires some weekend and evening hours. The work averages 30 - 40 hours per week over the course of the year, at \$18 per hour. Spring and fall are the busiest times.

Key events that the Coordinator will organize are the Learning Celebration program for schools in the fall (involves camping onsite for three weeks), the annual Haw River cleanup in March, the one-day public Haw River Festival in May, the Wild and Scenic Film Festival in early September, and helping with the HRA Annual Membership Meeting in November. There are also public outreach events during the year such as street fairs and festivals, where we have a booth.

This position requires excellent communication, interpersonal and organizational skills. The Coordinator should be competent with word processing, spreadsheet and database programs as well as social media. Previous outdoor and camping experience with work or recreation is highly recommended. The position includes HRA FICA contributions, paid federal holidays and two weeks of vacation.

**Responsibilities**

**Haw River Learning Celebration (September 21 - October 11, 2019)**

Since 1990, this program has brought fourth-grade students (up to 125 per day and 1300 children every year) to our program sites on the Haw River for a day-long field trip. The Learning Celebration takes place at camps we set up sites along the river for three weeks, spending a week each in Chatham, Alamance, and Guilford counties. Our volunteer crew of educators, performers, and river-enthusiasts (led by Learning Celebration staff) guide the students through a hands-on riverside environmental education program. We nurture a sense of wonder about the natural world and a connection to the Haw River watershed, and how our actions impact the river and planet. The schoolchildren come with their class for a day. The volunteers camp for the week and share meals together, or come as day volunteers. We also have volunteers who cook lunch and dinner meals for our on-site volunteers and staff during the three weeks of the program.

The overall responsibilities of organizing the Learning Celebration (LC) include the day-to-day planning, decision-making and operation of the project. The Coordinator will work closely with an experienced Steering Committee and other HRA staff

to carry out the educational program, recruit the volunteer crew, revise training and publicity materials, recruit and liaison with schools, and help hire short-term contract staff for the LC as those positions need to be filled.

***Organizes and Plans for the Learning Celebration:***

- \* Works with Steering Committee, attending all its meetings, to put on the LC.
- \* Implements timeline/overall work plan, accomplishing specific tasks by month.
- \* Recruit and schedule schools, and be point person on all communications with teachers.
- \* Recruit and oversee volunteers for Learning Celebration (week-long crew, day volunteers, meal providers, and move day and set up/breakdown helpers).
- \* Understands goals for recruiting volunteers: seeks members with diverse backgrounds (age, gender, and racial diversity); encourages and values leadership and participation by youth; makes all volunteers feel welcome.
- \* Maintains volunteer database: email directory, names and addresses updated regularly.
- \* Coordinates the crew training necessary to put on the program, including planning pre-LC training events for volunteers.
- \* Confirms river camp/program sites for each week with landowners, as well as rain day sites for the program.
- \* Works with the Safety and Logistics Coordinator to inventory equipment and supplies for the LC; make recommendations for new purchases or repairs; and arranges repairs, donations or purchases of new equipment and supplies, including the food supplies for the three weeks.
- \* Oversees the “crowd funding” appeal for the LC through HRA social media, and any other benefit fundraisers for the LC. Writes (or assists with) grant proposals to support the Learning Celebration.
- \* Ensures that recognition and letters of appreciation are given for volunteers and financial contributors to the Learning Celebration, and works with Steering Committee to plan the Thank You party for volunteers

***Works with Learning Celebration Staff Team***

Each year we hire 2 temporary staff for the Learning Celebration, to work as a team with the Event and Outreach Coordinator.

- \* The Safety and Logistics Coordinator - This person's responsibilities focus on the safety of the volunteers and schoolchildren, and the logistics of setting up and moving the program and equipment at the beginning and end of each week. They will have a minimum of basic first aid/CPR certification and will camp on-site with the volunteers during the duration of the program. It is a six week position, beginning 2 weeks prior to the Learning Celebration, and ending one week after.
  - \* Learning Celebration Assistant - an intern position for 4 weeks. This person helps with the daily program management, and logistics of setting up and moving the program and equipment between the three sites as well as helping put supplies away at the end. The Learning Celebration Assistant will camp on-site with the volunteer crew at each location during the three weeks.
- Other HRA staff also contribute time to the Learning Celebration, including the Executive Director and the Haw Riverkeeper.

***Coordinates On-Site During the Learning Celebration:***

- \* Is comfortable camping outdoors for the three weeks of the program (with at least 3 nights off during that period).
- \* Acts as primary coordinator for all on-site activities for the three weeks of the festival, including the learning celebration program, the camping experience for the crew, and the facilitation of meetings.
- \* Oversees daily schedule, working with team of staff and volunteers to ensure things run as smoothly as possible.
- \* Works with the Safety-Logistics Coordinator and Assistant Coordinator to plan and implement logistics, site plans, and safety for the festival sites, and coordination of moving days.
- \* Acts as liaison with land-owners, making sure they feel their land or facility is being respectfully used.

## **Outreach and Event Organizing:**

The Coordinator will coordinate the planning, organizing and publicizing for our main Haw River Assembly events, most of which we have been happening for nearly 30 years.

- The Haw River cleanup (the Clean-up-a-thon) each March. This includes recruiting the volunteer team leaders, securing supplies, and contacting local businesses as sponsors.
- The Haw River Festival in Saxapahaw (on the first Saturday in May) includes recruiting bands and volunteers, publicizing event, managing logistics, and asking for donations for the silent auction at the Festival.
- The Wild and Scenic Film Festival, September 5 at the Carrboro Century Center - arranging logistics with town and vendors, publicizing the event and recruiting local business sponsors.
- The November HRA Annual Membership Meeting (with the Executive Director)

The Coordinator will help organize and staff (or recruit volunteers to help) at public outreach events and field trips, and HRA booths at street fairs and festivals, as time allows

## **Other Responsibilities—and Being Part of the Team!**

The Coordinator is part of a team of people – HRA staff, Board of Directors, volunteers and members - who are dedicated to the mission of protecting and restoring the Haw River through our educational and advocacy programs. The Coordinator supports the mission and activities of the Haw River Assembly shares that knowledge with volunteers and the community. The Coordinator will write articles for the HRA print newsletter (three times a year), as well as our weekly email blast, and post information on the HRA website and Facebook page. Program updates are sent to the HRA Board of Directors before each meeting (every other month ) and the Coordinator will attend Board meetings as needed.

## **Conditions of Work**

- The Event and Outreach Coordinator ("Coordinator") is an employee of the Haw River Assembly and reports to the HRA Executive Director. We hope to fill this position and have work begin by August 1, 2019.
- The position includes paid federal holidays and two weeks of vacation. Pay checks are issued on the last day of each month. The position pays \$18 per hour and will range between 30 and 40 hours per week, with a flexible work schedule. Total work hours will be determined by the needs of the selected applicant.
- The job requires some weekend and evening hours and hours will vary by month during the year. Work hours are scheduled by the Coordinator to best fit the job. The Coordinator keeps track of hours and will be compensated by time off to average hours over the year.. All hours must be used within the same fiscal year.
- The Coordinator must be able to camp with the volunteer crew at the Learning Celebration sites for the three week program in September and October, with one overnight time off-site during each week of the Learning Celebration (in addition to the Friday nights we are not on-site)
- The HRA office is currently located at 143 Bynum Church Rd in Bynum. Work hours are flexible to compensate for out of office, evening and weekend hours.
- All employees are expected to share cooperatively in the ordinary maintenance and cleaning at the HRA office.

**To apply for this position please send a cover letter, your resume and 2 references we can contact to: Elaine Chiosso at [info@hawriver.org](mailto:info@hawriver.org)  
The deadline for applications is Monday, June 24, 2019**