Outreach Coordinator
Pocono Heritage Land Trust

Pocono Heritage Land Trust, a non-profit dedicated to land conservation in the Poconos, is seeking a part-time Outreach Coordinator. This position is 25-30 hours a week, with a flexible schedule. The Outreach Coordinator reports to the Executive Director and supports other part-time employees, PHLT board members, and volunteers. The job location is in East Stroudsburg, PA. Expected start date for this position is mid-March - early April. This is a long term, part-time position. Starting rate is $15.00 per hour.

Job duties include:

- General office duties: such as answering the phone, fielding the general email, timely payment of bills, and handling of correspondences.
- Create and publicize press releases and events, as well as organizing and responding to event registrations
- Maintaining online membership database
- Utilizing Quickbooks for day-to-day bookkeeping
- Assist with membership mailing and fundraising campaigns
- Regularly update website and social media platforms
- Create relevant content for monthly newsletters
- Night and weekend attendance at events as needed
- Special projects as assigned

Required qualifications:

- Interest/experience in land conservation and environmental issues
- Experience in office administration
- Strong writing skills and ability to portray a consistent voice of the organization
- Strong organization skills and attention to detail
- Tech savviness: has competence in MS Office, google docs, and ability to learn website platform (Network Solutions). Membership database experience is a plus
- Willingness to learn new skills and jump into new tasks

Desirable skills:

- Effective business communication skills and experience in fundraising and building corporate donor relations
- Comfortable engaging with members of the public
- Ability to work with board members of differing personalities and backgrounds
- Experience with Quickbooks, PayPal, Constant Contact, and Network Solutions website builder is a plus.
About us: Pocono Heritage Land Trust is a non-profit organization that has spearheaded land and natural resources protection in the Monroe county region for 35 years. We are a small, 3 person staff, who works with board members, community partners, municipal and federal agencies, other environmental non-profits, educational institutions, and other groups to complete our goals.

Our office is located in Brodhead Creek Heritage Center on ForEvergreen Nature Preserve, a location gaining increasing traffic as local residents and visitors enjoy the public museum exhibits, walking around the nature preserve, or fishing on the historic Brodhead Creek.

PHLT hosts a variety of events, from educational programs to guided walks and workshops, in order to engage and connect the public with the natural resources and land we love and are trying to protect.

About you: The ideal candidate for this position has experience or an interest in land conservation, natural resource protection, and environmental protection. A science background is helpful but not necessary, as this position also requires strong organizational and good communication skills. Interacting with board members, volunteers, and the general public is a regular part of this position.

The ideal candidate is comfortable working in a small office setting.

Organizational is key for this role. The ideal candidate will track of and report on weekly and monthly data, event and PR management and distribution to multiple outlets, as well as building strong donor relations with timely communication and correspondences.

You can handle all required responsibilities and enjoy thinking outside of the box and being creative. From creating events to reach new audiences, jumping in on grant writing opportunities, or coming up with creative fundraising campaigns, there are always new opportunities for growth that you will meet with a positive attitude.

As Outreach Coordinator, being able to positively represent Pocono Heritage Land Trust’s mission and values is important. You will be interacting with community partners, the public, as well as current and future donors.

Interested candidates should submit a cover letter, resume, and writing sample to info@phlt.org.