



# NASHWAAK WATERSHED ASSOCIATION INC.

## Communications Coordinator Job Description

The Communications Coordinator for the Nashwaak Watershed Association Inc. (NWA) will primarily assist with the Landowner Conservation Program, deliver educational programming for children and youth, assist with field work, and develop social media content. The Communications Coordinator will be responsible for raising funds to support the annual organizational budget, in collaboration with the Program Coordinator and Executive Director.

**Communication:** Assist with the Landowner Conservation Program, maintain & update the website in collaboration with other staff, develop social media content and public presentations as requested

**Field Work:** Assist with culvert assessments, field trips, restoration projects, work in the tree nursery, and water quality monitoring

**Marketing & Promotion:** Liaise with partners on joint initiatives; media relations including social media management and advertising; attend meetings and events

**Fundraising:** Contact & follow-up with potential donors and sponsors, research new funding opportunities, grant writing and reporting

**Education:** Implement classroom and field trip lesson plans for grades 3 and 4 as primary focus, research and implement the Fish Friends program, general presentations and outreach to schools in the watershed

**Writing and Reporting:** Develop records to document project activities, set up files to ensure that all project information is appropriately gathered and secured, evaluate the outcomes of projects in relation to the objectives established during the planning phase, write reports on the project for funders

**Special Events & Projects:** Assist in representing the organization at external events, planning, development and implementation of NWA sponsored events

**Board & Committees:** Write Communications Coordinator report for Board meetings