Community Engagement Manager
Salem Sound Coastwatch

Job Description
Salem Sound Coastwatch (SSCW) is hiring a Community Engagement Manager (CEM) to increase community participation, volunteerism and support. The CEM will develop new, effective ways to communicate SSCW’s mission and programs. Working closely with the Executive Director, staff, board members, supporters, and volunteers, the CEM will manage fundraising and public outreach events. The position requires strong interpersonal communication skills, excellent writing ability, an interest in using visuals to create engaging communications, and strong project management skills.

About Salem Sound Coastwatch: SSCW is an environmental non-profit that is leading the way to a healthier sea and shore. As the voice of the Salem Sound rivers, salt marshes, beaches, islands and estuaries, we expand and share local environmental knowledge and stewardship actions across the watershed through our School to Sea, Citizen Science and Coastal Resiliency programs. SSCW has an office in Salem MA. More information at salemsound.org.

Key Responsibilities:

- Recruit and cultivate volunteers to increase volunteer opportunities and engagement
- Organize and lead the public in stewardship activities
- Develop effective messaging and communications for a wide range of stakeholders
- Help SSCW increase its participant diversity
- Develop communication materials to promote events and programming, using social media, websites, videos and other marketing and media tools
- Develop and maintain PR calendar and social media presence, write press releases and pitch stories
- Establish and maintain relationships with our community partners and local media
- Manage fundraising, supporter and volunteer databases
- Assist with the formation of a strategic fundraising plan and manage the implementation of SSCW’s annual fundraising plan

Desirable Attributes:

- Commitment to Salem Sound Coastwatch’s mission and programs
- Experience recruiting and engaging volunteers and the application of Diversity, Equity, and Inclusion principles and practices
- Ability to work both independently and cooperatively with staff and volunteers
- Excellent oral and written communication skills
- Strong organizational, time and project management skills
- Attention to detail, self-motivated, a positive attitude - willingness to roll your sleeves up, do the "little things that need to be done"
- Ability to prioritize, juggle multiple projects and meet deadlines
- High degree of proficiency with Microsoft Office, Adobe or other graphic design programs
- Experience with social media, videography, website and online communication platforms, and current with new technology, marketing and media tools and trends
- Willingness to work some evenings and occasional weekends to accommodate programming and volunteers’ schedules
- Bachelor's Degree plus 2+ years of relevant experience
Ideal candidate lives within one of the Salem Sound communities and has access to a car

**Job type:** Full-time exempt salaried position. Position requires occasional early morning or evening meetings, and occasional weekend events. The CEM reports to the Executive Director.

**Salary:** $50,000 - $65,000 - commensurate with experience.

Salem Sound Coastwatch is committed to cultivating a diverse staff that is representative of the communities we serve. We encourage individuals with diverse backgrounds and life experiences to apply and are open to the possibility that a great candidate for this job may not meet all of the above criteria.

**Application:** email cover letter and resume to Barbara.warren@salemsound.org

Barbara Warren, Executive Director
Salem Sound Coastwatch
12 Federal Street
Salem MA 01970

Position available immediately