

**Title:** Outreach and Projects Coordinator, 30 - 40 hours per week



The Pacific Coast Shellfish Growers Association (PCSGA) is a non-profit (501c6) organization that supports producers of mussels, clams, oysters, and geoduck in the states of Alaska, Washington, Oregon, California and Hawaii. The Association, based in Olympia, Washington, is governed by a Board of Directors and is staffed by four employees. PCSGA advocates on behalf of a healthy marine environment, builds relationships with state and federal agencies, and supports industry research. The function of the Outreach and Projects Coordinator is to support PCSGA in Growers and Allied membership services and engagement, internal and external communication strategy, publication production, and coordination of Association activities.

### **Duties and Responsibilities:**

#### **Member Outreach (25%)**

- Provide regular communication with members through a quarterly publication, regular emails and member events. Support Communications Committee; develop and disseminate information as issues emerge
- Organize and host annual membership meetings
- Plan and conduct annual volunteer appreciation event
- Support membership benefits for both growers and allied members
- Survey membership regularly to assess specific questions and understand levels of satisfaction with Association activities; analyze results and use information gained to guide activities

#### **Community Outreach (25%)**

- Assist staff and board in identifying member and outreach opportunities
- Coordinate and represent PCSGA at festivals throughout the year (approx. 8 events)
- Assist visiting groups with regional shellfish tours and engage growers in opportunities to showcase their product and farms
- Lead PCSGA social media presence on Facebook and Instagram

#### **Project Coordination (25%)**

- Organize, promote and staff PCSGA shellfish growers Beach Cleanups and coordinate with other organizations doing similar work, such as NOAA and Washington CoastSavers.
- Support PCSGA events including: Annual Conference and Tradeshow, SLURP, State Legislative Day, Walk the Hill in DC
  - Create invitations, promotional materials, press releases, social media
  - Planning and preparations, event set-up, staffing, and follow-up

#### **Publications (20%)**

- Create quarterly magazine, *Longlines*, *Annual Resource Catalog* and *Annual Report* using InDesign publication software, including gathering content, writing original pieces, coordinating with advertising partners, design, layout and coordination of printing and distribution

- Promotional and marketing materials including brochures, infographic, event leave-behinds, PCSGA merchandise including t-shirt design, etc.

#### General Administrative Duties (5%)

- Support management of internal database
- Respond to and direct general inquiries
- Collaborate with staff to update PCSGA calendar annually
- Assist Executive Director and Assistant Director as needed

#### Desired Skills and Requirements:

- ✓ Associates or Bachelor's degree with professional experience in volunteer management, communication, business, or related field
- ✓ Interest and background in shellfish industry, environmental, science, and regional geography
- ✓ Experience with graphic design and layout in InDesign (preferred) or similar software
- ✓ Detail oriented, self-motivated, solution driven, and deadline conscious
- ✓ Proven track record of planning and implementing events
- ✓ Ability to build relationships and work with diverse personalities
- ✓ Excellent communication and written skills, including proofreading and editing
- ✓ Must have reliable transportation
- ✓ Ability to lift at least 30 lbs.

#### Compensation

\$18.00 per hour. Salary increases will be based on performance.

#### Application

Interested applicants must submit a letter of interest describing your specific skills and qualifications, a current resume detailing experience, and a list of three references, with at least one of the three being a direct supervisor. Incomplete applications will not be considered.

#### Submission Deadline

Materials must be received by Tuesday, April 10, 2018.