

POSITION DESCRIPTIONS: DICKINSON COUNTY

TITLE: Community Relations Coordinator

FLSA: Nonexempt

Salary \$43,000- \$47,500 with standard county benefits

Deadline to apply 8/28/2020

GENERAL DISCRIPTION

PURPOSE OF POSITION: Provide overall promotional and communications support for Dickinson County Conservation, assist with visitor services at the Nature Center facility, assist with administrative duties, and coordinate membership and volunteer programs.

ESSENTIAL FUNCTIONS:

- Increase advancement and awareness of Dickinson County Conservation by supporting its mission, encouraging visitation, membership and positive visitor experiences
- Provide marketing/promotional support for all county parks and areas in general as well as specific amenities within Dickinson County.
- Maintain the county conservation website, working with the county IT department
- Design, layout, and edit conservation publications, such as brochures, signs and posters
- Collaborate with staff to support all program promotion
- Develop and distribute press releases
- Maintain list of media contacts, including all social media.
- Oversee and direct or prepare and send calendar announcements
- Staff visitor services desk at the Dickinson County Nature Center to serve as ambassador of mission by greeting visitors, answering phones, monitoring materials (e.g. brochure rack stocked, equipment check out, such as snowshoes, GPS units), and assisting with gift shop inventory
- Assume responsibility for completing daily tasks on visitor services checklist when volunteers are not present, including spot cleaning of exhibits and entry area, overseeing Curiosity Cove regularly and monitoring restrooms
- Initiate, train, and supervise volunteers. Actively support culture of volunteerism through recruitment, recognition and retention
- Manage and guide all activities related to the membership program
- Assist with programs and animal care as needed

- Assist with new projects and perform other tasks as assigned by the Conservation Director
- Perform other duties as assigned or as the situation dictates

ESSENTIAL KNOWLEDGE, SKILL AND ABILITY:

- Flexibility required as position requires working with the general public as well as volunteers and experiencing variations in work environment
- Works well independently as well as part of team
- Excellent oral and written communication skills
- Ability to communicate tactfully and courteously with others as well as ability to communicate orally and effectively to groups and individuals in both formal and informal situations.
- Must be proficient in Microsoft Office software including Word and Excel. Ability to utilize accounting/bookkeeping principles and procedures in order to make deposits, reconcile documents and balance expenditure accounts as well as handle cash. Must have the ability to pay close attention to detail as accuracy is an essential function of this position.
- Desktop publishing experience is required (PC-based Adobe Photoshop, MS Publisher and. or Illustrator desirable)
- Adeptness with existing and new forms of social media and related technology (Facebook, Twitter, YouTube, Blogger, etc.)
- Knowledge of general office procedures including ability to operate personal computer, printer, cash register, etc.
- Proven organizational, project management and human relations skills
- Acquire knowledge of and/or ability to learn organizational mission and objectives in order to serve as ambassador of Dickinson County Conservation
- The nature of this position will require the person to work irregular hours and have a flexible schedule based on the weekly volunteer schedule. This includes working weekends and occasional evenings.
- Ability to get to and from job site in all types of weather conditions
- Ability to understand and follow both oral and written instructions
- Ability to accurately prepare and maintain basic departmental records and reports
- Ability to convey enthusiasm about the volunteer program
- Develop strategies to convert visitors to members and to minimize attrition

- Ability to establish and maintain effective working relationships with supervisors, fellow employees, various organizations and the general public.
- Ability to perform accurate mathematical calculations, such as addition, subtraction, multiplication and division, using a calculator, ten-key adding machine or manually.
- Ability to post numerical data accurately
- Ability to perform job duties with thoroughness, accuracy and attention to detail

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

Bachelor's Degree in Biology, Wildlife Management, Environmental Science, Nature Interpretation, Parks & Natural Resources, Conservation Management, Marketing, Communications or related field preferred. OR Work experience in related field or equivalent combination of education and experience.

Must have or obtain CPR/AED training and basic first aid within a time frame established by Dickinson County Conservation.

Must possess valid driver's license at the time of hire and maintain it throughout the course of employment.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance at work is an essential function of this position. Work is generally performed in the Dickinson County Nature Center; however incumbent may have to assist with outdoor programs, which may require hiking. Position requires a considerable amount of physical activity while assisting with outdoor programs, including extended periods of sitting, standing, kneeling, bending, crouching, reaching, stooping and climbing. Duties may require the ability to walk for extended periods of time and the incumbent must have the ability to maneuver over uneven ground. An incumbent must also have the ability to transport themselves to and from various locations throughout the county parks and surrounding jurisdictions.

Duties also require the ability to tolerate an indoor and outdoor work environment that includes contact with dirt, dust and sun exposure. An incumbent must have the ability to frequently lift, push, pull and/or carry equipment, supplies and other materials weighing up to 10 lbs., and to occasionally lift, push, pull and/or carry equipment, supplies and other materials weighing up to 25 lbs. An incumbent must also possess the hand-eye coordination and manual dexterity necessary to use hands and arms to reach, finger, handle, grasp, and feel, and operate the following: vehicles, computers, and any other pieces of equipment that are used to perform the essential functions of the job.

Work hours may occasionally be required before or after business hours. Vision abilities, correctable to normal ranges, include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Communication abilities include the ability to talk and hear within normal ranges.

Work requires interaction with the general public and may be stressful when dealing with time constraints.

Under supervision of the Conservation Director, performs a range of office and administrative assistant duties to assure flow and continuity in daily operations of all aspects of the Conservation Board.