



August 9, 2023

Community Outreach Coordinator – Job Posting

The Last Green Valley, Inc. (TLGV) is seeking an engaging and dynamic professional to build and strengthen TLGV's relationships with nonprofit, farm and business partners, TLGV members and donors, and municipal officials. The successful candidate will be the first point of contact for many of TLGV's constituents and will represent TLGV at events throughout the National Heritage Corridor. In addition, the Community Outreach Coordinator will plan, coordinate and execute some of TLGV's signature programs and events. The successful candidate will have a proven track record with the experience, training, and skills to integrate seamlessly as part of the TLGV team.

This is a 35-hour per week position with a flexible schedule that will regularly include a mix of early morning, evening and weekend work. Salary is commensurate with experience and a benefits allowance is provided in addition to the salary.

The successful candidate will have a positive, upbeat attitude and believe in TLGV's mission (www.thelastgreenvalley.org). They will be an adaptable problem-solver who is able to work independently as well as part of a team. The successful candidate will have strong interpersonal skills and excellent written and verbal communication skills. They will be detail-oriented, accurate and discreet in dealing with confidential information. They will have the demonstrated ability to plan and manage multiple projects at the same time.

Responsibilities include:

- Engage with current and prospective nonprofit, farm and business partners by developing strong personal relationships, attending chamber and business association meetings and other events on TLGV's behalf, leading efforts to secure corporate advertising and sponsorships, and coordinating partner roundtables and other similar events.
- Steward and cultivate member and donor relationships by developing strong personal relationships, coordinating special programs including TLGV's annual meeting, Tastes of the Valley fundraiser and donor recognition programs, and coordinating the annual appeal and special project fundraising campaigns.
- Strengthen relationships with municipal officials by working closely with the TLGV board to implement its community ambassador program and attending municipal events as needed.
- Lead or assist with TLGV programs based on interest, experience and availability.
- Document and track engagement in TLGV's database and develop sufficient skills to maximize database capabilities.
- Assist with the production of TLGV's e-newsletters, magazines, annual reports, the TLGV website, social media and other publications.
- Assist the TLGV team with other tasks as required.

Requirements:

- A bachelor's degree is preferred, although relevant experience will be considered.
- Familiarity with The Last Green Valley's natural, historic and cultural resources is desirable.
- Proficiency in standard office software including Word, Excel and PowerPoint is essential. Knowledge of CRM databases, communication and/or design software is a plus.
- Must have a valid driver's license and a vehicle for work-related travel (mileage reimbursed at federal rate).
- Must have the ability to lift up to 40 pounds.
- Must be able to work a flexible schedule that will regularly include a mix of early morning, evening and weekend work.

To apply: Please provide a cover letter, resume, three references and your salary requirements by email to Lois@tlgv.org by September 12, 2023. If you have any questions, please email Lois@tlgv.org. No phone calls please.

The Last Green Valley is a National Heritage Corridor – the last stretch of dark night sky in the coastal sprawl between Boston and Washington, D.C. The Last Green Valley works for you in the National Heritage Corridor. Together we can care for it, enjoy it and pass it on!

The Last Green Valley, Inc. is an equal-opportunity employer and does not discriminate on the basis of age, ancestry, color, creed, disability, gender, gender-related identity, marital status, national origin, race, religion, sexual orientation, veteran, or any other status protected under local, state, or federal law.