Community Engagement Specialist

About the Position
As a member of our dynamic Advocacy team, this position will support our policy and outreach campaigns related to Protecting the Salish Sea, Fighting Pollution, Climate Action, and Forest & Watershed Health. This team member will help design and implement campaign and outreach strategies to grow our base of active supporters, partners and volunteers.

The Community Engagement Specialist is key to achieving our strategic goals. Attention to detail, creative thinking, adept people skills, and the ability to thrive in a dynamic environment are all essential.

This position is based in Bellingham and works both remotely and in the office on a 80% full-time schedule (at RE Sources 36 hours is full time so this position would be 29 hours per week). The position works in the office a minimum of 8 hours a week over 2 days (Tues. & Wed.) with the remaining work hours spent either in the office, at home or at some other remote location.

About RE Sources
RE Sources is a non-profit environmental education and advocacy organization based in beautiful Bellingham, Washington. Founded in 1982, we mobilize people in Northwest Washington to build just and thriving communities and to protect the land, water and climate on which we all depend. Our key priorities are to combat climate change, protect the Salish Sea and the waters that feed into it, fight pollution, educate for change, and stand up against environmental threats to our communities.

RE Sources stands against racism, white supremacy and the ingrained structures and institutions that enable and perpetuate them. Indigenous, Black and other communities of color are frequently the most harmed by environmental degradation. We envision a future where every person benefits from clean energy, less pollution and thriving outdoor places.

We face major environmental threats in the Pacific Northwest. As a grassroots environmental advocacy nonprofit, we believe greater public insistence and engagement is necessary to pressure elected officials, businesses, and fellow community members to take the necessary level of action to turn the tide. RE Sources
works to create strategic opportunities to protect our region’s environment and communities while elevating a unifying narrative of hope and resilience.

**Key Responsibilities, Duties, and Skills**

**Community Engagement and Organizing (60%, on average)**
Work with program and communications staff to grow the base of informed and engaged supporters ready to take actions to protect clean water, restore the Salish Sea, protect forests and watersheds and address the climate emergency.

- Coordinate with communications and advocacy staff to develop and participate in educational opportunities and events to elevate environmental issues in the public (tabling, litter clean-ups, tours, pollution patrols, meetings, forums, workshops, etc.)
- Help with advocacy related meeting and event logistics (e.g., set-up, clean-up, taking pictures and video, securing locations, communicating with partners, soliciting food and material donations)
- Track and share community events with staff. Monitor the success of annual or recurring events so fellow staff know which events to prioritize.
- Work with RE Sources’ policy managers and other staff to coordinate regular Climate Activist Meetings.
- Support outreach efforts by creating organizing toolkits, canvass and event materials, walking lists, and maps, and conducting volunteer training sessions as needed.
- Coordinate and deploy ground engage efforts in Whatcom and Skagit Counties.
- Perform quality control and management of participant data collected during field activities.
- Support efforts to integrate actions across the region with partner organizations working in coalition.
- Work with program staff to refine and implement campaign plans.

**Volunteer Management and Program Support (40%, on average)**
Recruit, coordinate, and track volunteers to support programmatic outreach and advocacy events and activities. Participate in applicable organizational meetings, training, and events.

- Utilize a supporter database to assist with program events and campaigns.
• Work with Communications staff to ensure the event and tabling materials are organized and stocked with appropriate materials and equipment.
• Identify and recruit volunteers to fulfill various roles as needed.
• Assisting with tracking grant deliverables.
• Attend relevant internal and external meetings (staff meetings, planning retreats, one-on-one check-ins, event planning meetings, etc).

Minimum Qualifications:
• Bachelor’s degree or equivalent work in a related field
• Experience with community outreach and engagement
• Basic understanding of local environmental issues
• Comfortable and skilled at learning new computer software
• Ability to work independently and collegially with colleagues and the public
• Ability to establish and maintain working relationships with diverse groups, staff, volunteers, and community partners
• Detail-oriented with the ability to manage multiple projects at a time
• Comfortable interacting with the public in various settings
• Ability to have a flexible work schedule that will include some travel and evening and weekend hours
• Valid driver’s license
• Physical ability to load, tables, pop-up tents, and other equipment weighing up to 50 lbs.

Preferred Qualifications:
• Knowledge of local resources and community organizations
• Experience with community organizing and/or campaign work

About working with RE Sources
Our mission has never been so critical and making an impact in the world starts with building and maintaining a healthy, vibrant organization. The working environment at RE Sources is fun, inspiring, and extremely rewarding. We offer a flexible work schedule and opportunities for professional growth. Our staff are passionate about protecting the environment, maintaining a supportive, friendly work culture, and modeling our values of interdependence, accountability, justice, impact, and hope.
Compensation and Benefits
The position is 80% full-time (at RE Sources that is a 29 hour work week) and reports to the Program Director. The hourly wage range is $25-$26 depending on qualifications and experience level and includes RE Sources’ full benefits package including medical, dental and vision insurance, paid time off and sick leave, and a 401(k) employer match. This position will accrue vacation days and holidays as combined PTO at a rate of 20 days per year, and sick leave equal to 10 days per year. Health insurance coverage begins on the first day of the month that follows the work start date.

To Apply
Please send a resume and cover letter as PDFs to hr@re-sources.org with the subject line Community Engagement Specialist by September 30th, 2023.