



## Job Title

Engagement Manager

## Job Summary

The Mystic River Watershed Association (MyRWA) seeks an engagement manager to run our communications and stewardship efforts, and further connect us to the diverse communities in the watershed.

## About the Mystic River Watershed Association

The Mystic River Watershed Association (MyRWA) works to protect and restore the health of the 21-community watershed for the benefit of both people and the natural environment. Founded in 1972, MyRWA has grown to a staff of ten and an annual budget of more than \$2.5 million.

Our Mystic Greenways program creates and connects 25 miles of parks and paths along the Mystic River and its tributaries. Our education program engages over 1,000 youth and families in STEAM education focused on nature close to home. Hundreds of volunteers help us document and improve water quality, river herring, and urban heat islands, as well as help reduce trash and remove invasive weeds. Finally, MyRWA founded and co-leads the Resilient Mystic Collaborative, a watershed-wide partnership among cities and towns to protect people and places from climate change.

This is an exciting time to join a highly collaborative and dedicated staff. We are committed to incorporating racial equity and justice throughout our programs, operations, staff and board on an ongoing basis. We have embarked on a year-long training and strategic plan update to ensure that we are fully living into these values.

## Responsibilities and Duties

This position will build visibility of MyRWA's programs and impact, as well as connect communities to this resource. It will help us communicate effectively with community members, supporters, partners and other stakeholders. Additionally, the position will manage a robust volunteer program, and explore additional options for further engaging volunteers and community members within MyRWA's work. This is a great opportunity for someone who wants to get out in their communities and make a difference-- while also working to further engage the public through interactive communications and community engagement.

## Communications (40%)

- Manage day to day communications (social media, outbound email, website), and branding. Ensure that communications sparks engagement.

- Edit, write and design content that communicate MyRWA's stories across multiple platforms. (Website, blogs, e-news, printed newsletter, PPT presentations/zoom and other collateral) and through multiple viewpoints.
- Host and plan MyRWA public events such as the EPA grade release, Earth Month activities and outreach events related to public improvements such as native plantings occurring at Blessing of the Bay.
- Support communications needs of program staff. This includes helping draft emails, edit blogs, social media posts and calendar listings.
- Help plan, manage, and execute year-round communications initiatives that support MyRWA's programmatic and philanthropic goals.

### **Stewardship: (40%)**

- Lead keystone volunteer projects (on-the-ground, independent and even virtual), including event coordination, data management, publicity, reporting as well as volunteer recruitment and training. Programs include:
  - Invasive removal events (Water chestnut and oriental bittersweet).
  - River Herring Monitoring (online and in-person)
  - Mystic Ambassadors
  - Trash-Free Mystic efforts
  - Help support the volunteer Policy Committee
- Create systems, pipeline & opportunities for volunteers to become leaders within the organization--with particular focus on expanding opportunities in underrepresented communities.

### **Engagement: (20%)**

Help bring new voices to our work, and build relationships within Mystic communities to identify and elevate relevant community needs, and further engage the community in enjoying and caring for the Mystic. Conduct general community engagement for three on-the-ground projects in Winchester and Woburn (NRD).

### **Position Requirements**

- Strong verbal and written communication skills, as well as experience managing media platforms (website, CRM, e-marketing, social media)
- Experience in leading volunteer events
- Interest in helping their local environment, and being out in the community
- Ability to manage multiple tasks/projects at the same time
- Ability to work independently to develop and execute priorities and also work together in a dynamic team environment
- Highly organized with strong attention to detail
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google

### Position Preferences

- Prefer candidates with bachelor's degree plus at least three years of work experience. Non-degreed candidates with equivalent skills and five years of work experience are strongly encouraged to apply.
- Knowledge of a second language relevant to our watershed (e.g., Spanish, Haitian Creole, Chinese, Vietnamese, Portuguese, French) is preferred but not required.

MyRWA's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. We are an equal opportunity employer and we encourage applications from people of color, LGBTQIA people, people living with disabilities, military veterans and other under-represented populations.

### Compensation and Benefits

This is a full-time position with the Mystic River Watershed Association with a salary range of \$52,000 to \$60,000 dependent on experience/skills. Liberal paid time off policy (15 days paid vacation for year 1, up to 20 days in year 2, 12 paid holidays, and 6 sick days). Health insurance and immediate eligibility for participation in a 401k retirement plan with partial employer match.

### Location

Due to COVID-19, staff is currently working remotely. Our office is located in Arlington, Massachusetts, with local travel throughout the watershed expected for this position. Typical hours are 9 am to 5 pm with some night and weekend events.

### How to apply

Please send resume and cover letter with the subject line Engagement Manager to [jobopportunity@mysticriver.org](mailto:jobopportunity@mysticriver.org). No calls, please. The position will be open until filled.