

Open Position: River Friendly Living Project Coordinator - Marketing

Title: River Friendly Living Project Coordinator - Marketing

Reports to: Program Director

Status: Exempt; Part-Time Regular

Organization:

Friends of the Verde River is a 501(c)3 non-profit organization that works collaboratively for a healthy, flowing Verde River system. Friends envision a healthy, flowing Verde River and tributaries that support our unique environment, vibrant economy, and quality of life for future generations. Friends of the Verde River is a hybrid work organization.

The River Friendly Living program inspires a culture of voluntary river conservation. We support and recognize those who strive to protect the river in their homes, businesses, and communities. As a certification program, Friends uses River Friendly Living to recognize homes, businesses, farms, ranches, real estate developments, congregations, communities, and others that do their part to protect the Verde River for future generations.

Position Summary:

Friends of the Verde River is seeking a highly motivated individual with communication and marketing skills to fill a River Friendly Living Project Coordinator position in our Cottonwood, AZ, office. This part-time position will assist the Flows Project Manager in growing the number of participants in the River Friendly Living program. This individual will have strong marketing and relationship building skills and will be responsible for working with a diverse group of stakeholders.

Primary Responsibilities:

1. Increase the number of participants who go through certification in River Friendly Living, focusing on homes and businesses.
2. Create stories about RF Homes and Businesses, including using photo and video formats
3. Support the program manager with River Friendly Development and Agricultural certifications
4. Assist with the River Friendly Living small grant program

Minimum Qualifications:

- Undergraduate degree in related field preferred; AA is accepted with sufficient related coursework in business, marketing, or another related field.
- Strong communication and interpersonal skills (both verbal and written)
- Ability to work independently and communicate effectively in a remote/hybrid work environment.
- Skilled with Microsoft Office (Word, Excel, PowerPoint) and Google Workspace
- Knowledge of and ability to take photos and videos using a smartphone or camera.
- Local and regional travel required; reliable transportation, valid driver's license and auto insurance required
- Ability to demonstrate the right to work in the U.S., subject to E-Verify Employment Verification

Preferred Qualifications:

- Knowledge of the Verde River and the surrounding communities
- Experience in fundraising, sales, and/or marketing
- Experience working in a hybrid work environment

Physical Requirements:

- To successfully perform essential functions, the individual is required to sit, stand, walk, speak, hear, etc.
- Must be able to operate office equipment, telephone, computer,
- Reasonable accommodation may be made for qualified individuals with disabilities to perform the essential functions.

Desired Characteristics:

- Commitment to Friends' mission and vision.
- Motivated and driven to success.
- Demonstrated ability to build positive working-relationships with team members and diverse constituents.
- Demonstrated ability to maintain calm in a fast-paced, team environment.
- Ability to stay on task and meet deadlines and goals for multiple activities.
- Strong attention to detail

This office is located at 115 S. Main Street, Suite B. Cottonwood, Arizona. Friends is operating as a hybrid workplace, with most office-type work being conducted remotely. This is not, however, a remote work position. Compensation includes a competitive salary commensurate with experience, in the range of \$18.00 to \$22.00 per hour, plus an excellent package of benefits.

Applications will be accepted until the position is filled. We will begin reviewing applications August 12, 2022.

Please send application materials in one pdf file (cover letter, *resume*, **and a minimum of two professional references**) to **jobs@verderiver.org**.