



Working to protect the Mississippi River
and its watershed in the Twin Cities area.

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Position Announcement:

Outreach & Development Assistant

Part-Time; hourly (20 hours/week)

Friends of the Mississippi River (FMR) is a local nonprofit that engages people throughout the Twin Cities region to protect, restore and enhance the Mississippi River and its watershed. We strive to improve water quality, provide wildlife habitat, create education and recreation opportunities, and inspire widespread commitment to this natural wonder that flows through our community.

Position Description

The Outreach & Development Assistant (ODA) will be responsible for providing administrative support for FMR's public engagement and fundraising work. The ODA needs to be goal-oriented, highly organized, possess excellent written and verbal communication skills, be comfortable and skilled working with both people and spreadsheets, and be able to work effectively in a highly interactive team-based office setting.

Job Responsibilities

- Assist the Volunteer Coordinator with recruitment of volunteers and event participants, including posting events in online calendars, generating flyers and tabling at community and college fairs as needed
- Assist with pre- and post- event communications, participant registration and data entry
- Maintain meticulous contact records of event participants in FMR's database
- Provide support for FMR habitat restoration and educational events, including occasional evening and weekend event assistance
- Upload and organize event photos after each event
- Assist with volunteer coordination and recognition activities
- Help to maintain accurate and complete donor data, including data entry and exporting, and database troubleshooting
- Assisting the Development Team with donor communications, including helping to organize mailings, e-communications, and other donor outreach.
- Other administrative support or duties as assigned

Required Qualifications

The successful candidate will have 1-2 years experience in community outreach, volunteer coordination, data management, and office administration and/or customer service, and:

Organizational/Administrative

Candidates must be organized, detail-oriented, have training or experience in an office setting, and be able to monitor, complete and report to other staff on multiple projects with minimal supervision. Strong proficiency with office programs such as Word and Excel is required, as is a basic comfort level of working in databases and with interactive web-based tools, such as Google docs and maps, social media sites, online event registration, etc.

Interpersonal and Written Communication

Candidates should possess solid written and verbal communication skills, and be both personable and professional with all volunteers and event participants. Experience interacting with volunteers and/or the public is preferred.

Flexibility and Collaboration

A strong aptitude to work in a collaborative setting on multiple projects or programs is needed, as is the ability to be flexible. The ODA will need to respond quickly to changing program needs and assignments and be able to occasionally work irregular hours, including evenings and weekends

Additional Desired Qualifications

The following additional qualifications are also desired:

- Ability to increase weekly hours in the future, as funding allows
- Familiarity with the Mississippi River and the Twin Cities region
- Experience with media outreach, graphic design and photo management
- Reliable personal transportation for travelling to events (mileage reimbursed for use of personal vehicles)

Hours and Compensation

- This is a permanent part-time hourly position with 20 hours per week on average
- A minimum of 3 days per week in the office is required
- Wage is \$13 per hour with pro-rated insurance, holiday and vacation benefits

Application Instructions

Please consolidate your application into one PDF document that includes: a cover letter summarizing your interest in and qualifications for the position, a 1-2 page résumé, and the names, titles and phone numbers of three professional references (or two professional and one personal reference). Please include your last name in the file name and email it as an attachment with "Outreach & Development Assistant" as the subject to ijones@fmr.org and sdekok@fmr.org

Application Deadline

Applications will be accepted until Monday, January 25, 2016, 5 p.m. Phone and personal interviews will be held in early to mid February and the expected start date is early March, 2016.

Friends of the Mississippi River is an Equal Opportunity Employer. People of color are encouraged to apply.

*More information about FMR's programs is available on our website: **www.fmr.org***