



OUTREACH AND COMMUNICATIONS COORDINATOR

WHAT WE ARE LOOKING FOR

Are you a skilled listener, collaborative team player, and adept at building relationships? Do you have a strong desire to understand the needs and objectives of a team, and the ability to educate and engage constituents on critical natural resource issues? If you are known for your warmth, approachability, and customer service skills, and are eager to gain valuable experience in a short time frame, we encourage you to apply for this exciting opportunity!

BACKGROUND

The Colusa County Resource Conservation District (CCRCD) is seeking an Outreach and Communications Coordinator to create educational content related to our programs in Colusa County, CA. Resource Conservation Districts (RCDs) across California serve as local hubs for conservation—connecting people with technical, financial, and educational support to help conserve and manage local natural resources. RCDs work with landowners, land managers, government agencies, and others to voluntarily protect, restore, and enhance natural resources on private and public lands.

POSITION

The Colusa County Resource Conservation District is seeking a motivated, enthusiastic individual to join our team as an Outreach and Communications Coordinator. The successful candidate will work closely with residents, landowners, and other stakeholders to develop and distribute digital and print communications, organize and staff events, and support day-to-day District operations.

TYPICAL DUTIES AND RESPONSIBILITIES

Community Outreach and Engagement (50%)

- Help plan and implement community outreach to engage residents and partner stakeholders
- Organize, promote, and staff events, workshops, and outreach activities
- Coordinate student outdoor education activities and volunteer education/project days
- Represent the District at community meetings and events; share information about programs and services

Communications and Educational Materials (35%)

- Develop and produce print and digital communications (newsletters, press releases, social media, and website updates)
- Create outreach and educational materials (toolkits, flyers, surveys, and web content)
- Maintain photos and project documentation; draft highlights, case studies, and success stories for reporting and promotion
- Assist with annual reports and other materials that share project outcomes and impact

Stakeholder Coordination and Project Support (15%)

- Coordinate stakeholder communications and follow-up with landowners and partner agencies
- Support project administration (deliverables, schedules, invoicing, and progress reporting), including compiling materials for grant reporting and reimbursements
- Assist with administrative tasks as needed (data entry, filing, and recordkeeping)

REQUIRED QUALIFICATIONS

- Bachelor's degree in communications, marketing, public relations, environmental studies, agricultural or natural sciences, resource management, watershed science, conservation, or a related field (or 2 years equivalent experience in a similar position)
- Experience producing print and digital communications (newsletters, press releases, web content, and social media)
- Strong written and verbal communication skills; comfort presenting to groups
- Familiarity with common communications tools (e.g., social media platforms, email marketing, and website content management systems)
- Strong organizational skills and attention to detail; ability to manage multiple tasks and deadlines
- Ability to work independently and collaboratively as part of a team
- Ability to pass a background check, pre-employment physical, and drug test
- Valid driver's license, reliable transportation, and ability to travel locally for meetings/events

PREFERRED QUALIFICATIONS

- Experience in outreach, communications, environmental education, or a related role
- Experience coordinating events, workshops, or volunteer activities
- Comfort collecting photos and project documentation; basic design/layout skills (e.g., Canva)
- Interest in environmental issues and conservation practices

COMPENSATION

Starting pay is \$28–\$35 per hour (DOE), plus a solid benefit package. This is a flexible, project-based position offering up to 24–40 hours per week. The position is based in our office in Colusa, California, with occasional travel to meetings and events throughout Colusa County. The Coordinator is expected to provide their own transportation and will be reimbursed for eligible mileage.

APPLICATION INFORMATION

To apply, email a cover letter, resume, and two references to Liz Harper, Executive Director: liz@colusarc.org. Applications will be accepted on an ongoing basis, and the position will remain open until filled. The RCD is an equal opportunity employer. Candidates reflecting the social diversity of California are strongly encouraged to apply.