

NORTH COUNTY LAND TRUST

Position Title: Events and Outreach Manager (EOM)

Hours: 20 hrs/week, some nights and weekends required

Pay: \$23-25/hr

Location: Leominster, MA. Some remote work possible.

Position summary

The Events and Outreach Manager engages constituents through personal, written and virtual methods. The EOM's goal is to champion our mission and lead our outreach and community engagement as our member and volunteer base grows.

The EOM will work closely with the Director of Development, Executive Director, other staff and an engaged board of directors to manage our relationships with members, volunteers and the broader community. The EOM reports to the Development Director. This is a halftime position (estimated at 20 hours per week).

Position Objective: To provide support for the Development Director to develop, administer, and implement annual fundraising and community engagement events and activities

- To handle the day-to-day business and administrative operations of the Development/Membership engagement office
- To provide support for, and management of, the relationships with volunteers and members/donors
- To build relationships with NCLT and community partners as appropriate
- To oversee the implementation of events that engage constituents with NCLT properties and environmental topics including two annual signature NCLT fundraising events.

Duties and Responsibilities:

CORE DUTIES

1. **Community Outreach.** Establish relationships with other community groups and collaborate on joint programming. Looking critically at our communications, marketing, and programming, the EOM will seek to include a range of identities and perspectives especially those of historically

underrepresented populations.

2. **Events planning.** Oversee the implementation of outreach and fundraising opportunities, including two annual signature NCLT events. Plan other community and donor events, and represent NCLT at these events.
3. **Communications and Marketing.** Coordinate the design and production of the Land Trust marketing materials (digital, print). Help design and manage digital communications such as an e-newsletter, social media content, and website updates. Manage a database of NCLT owned photographs used for publicity.
4. **Supervise AmeriCorps Service Member.** Provide supervision and guidance for one service member who will implement parts of the EOM's programming.
5. **Volunteer:** Assist the Stewardship Coordinator in building our community volunteer program to create a strong connection to the organization and an impactful and rewarding Volunteer experience.

Employment at NCLT is at-will. An at-will employment relationship can be terminated at any time, with or without reason or notice by either the employer or the employee.

(Every effort has been made to make this description of duties as complete as possible. However, it does not imply that these are the only duties required of the position; similar or related duties may be assigned.)

Send cover letter/letter of interest and resume to: Matt Emsley,
Memsley@northcountylandtrust.org

Position is open until filled.