



**RGISC.ORG**  
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# JOB LISTING

**Position:** Community Outreach Coordinator

**Location:** Laredo, TX (must be based in Laredo)

**Hours:** Salaried, FT position

**Salary:** \$42,000 to \$45,000, commensurate with experience

**Benefits:** Company benefits, Paid holidays, Paid time off

**Location:** RGISC office, Laredo, TX

## RGISC

Founded in 1994, the Rio Grande International Study Center is a hard-hitting and fast-moving environmental advocacy group whose mission is to protect and preserve our only source of drinking water, the Rio Grande, and our regional environment for present lives and future generations. Our focus areas are water security, habitat protection, community engagement, and climate impacts. Choices we make today, combined with RGISC's efforts to conserve this vital river ecosystem and the biodiversity that it sustains, will directly impact its survival and our community's well-being for years to come.

## POSITION OVERVIEW

The Community Outreach Coordinator is responsible for engaging community members with the RGISC environmental mission by raising awareness and coordinating outreach activities to a wide range of demographic groups.

The successful candidate will be comfortable working in a dynamic, fast-paced environment that requires creative thinking to: network with civic groups, businesses, families, individuals and schools; build RGISC's membership base and volunteer programs; and craft fun and meaningful nature programs, community events and presentations. The position reports to the Development Director.

### Specific responsibilities include:

1. Plan and oversee RGISC signature events - such as Laredo Birding Festival, Dia del Rio, Loving Laredo Hikes and Paddles, and the Rio Research Roundup - and other community events throughout the year
2. Manage a coordinated outreach and events calendar
3. Recruit, coordinate, and train RGISC volunteers, and maintain an active database
4. Update program websites and social media pages with well-written visual content
5. Tabling at outreach events, and coordinate with partner organizations
6. Administer RGISC's Monarch & Pollinator garden program
7. Work closely with the Development Director and Executive Director on program development, advocacy campaigns, outreach promotion, media and publicity, membership drives and membership database;
8. Performing other work duties, as assigned by the Executive Director or Development Director.

## QUALIFICATIONS & SKILL SETS

- Bachelor's Degree in Marketing, Communications, Natural Sciences or related field;
- Demonstrated experience in: conservation concepts, event planning, schedule management, public speaking, volunteer management - must be highly organized.
- Exceptional people skills and demonstrated ability to work with diverse groups
- Excellent oral and written communications skills in English and Spanish
- Experience with Microsoft Suite: Word, Excel, PowerPoint, Outlook
- Experience in utilizing social media platforms to promote causes and actively engage with the community.
- Familiarity with digital content creation (i.e. short videos).
- Experience with online technology and virtual meeting applications
- Ability to work independently and in close collaboration with others
- Effective time management, organizational and multitasking skills.
- Knowledge of environmental issues and/or South Texas ecology preferable
- Ability to work occasional weekends or evening hours
- Maintain a valid Texas Drivers License, valid insurance and reliable transportation.

### **Application Instructions**

- Send your CV or resume (maximum 2 pages) with names and contact information for three references to: info@rgisc.org.
- Important: Please ensure that your documents are saved in one file, with the following format: YOURNAME\_RGISC COMMUNITY\_DATE
- Accepting applications until the position is filled.

*RGISC is an equal opportunity employer where an applicant's qualifications are considered without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or any other basis prohibited by law.*

