



Job Title: Grassroots Engagement Coordinator

Department: Conservation

Supervisor: Director of Conservation

Position type and expected hours of work: Full-time (40hr/wk), some evening and weekend hours

Location: Hybrid, Required to be on-site at events in the DC-Metro Region

FLSA Status: Exempt

Salary: \$52,515 (Salary Band 20)

Summary: The Grassroots Engagement Coordinator will work to enhance the reach of the Conservation Department by supporting the advocacy and Water Quality Monitoring programs through community engagement. The Grassroots Engagement Coordinator will be involved in advocacy issues across DC, MD and VA by assisting district advocates in creating compelling oral & written testimony, action alerts for subscribers, updates in our Conservation Blog and educational PowerPoints on specific advocacy issues. The Grassroots Engagement Coordinator will also organize and train our volunteers on expanding departmental capacity through connecting them with regional opportunities.

To Apply: To apply for this job, please send your resume, cover letter and 3 references to conserve@natureforward.org. Applications for this job posting will be accepted through end of day May 23, 2025.

Essential Duties and Responsibilities

- Coordinate and grow Conservation Department's Volunteer Corps to meet department needs for community event help, advocacy needs and Water Quality Monitoring outreach.
- Attend and present Nature Forward advocacy and community engagement initiatives at Nature Forward events, local and regional conferences and community meetings.
- Support advocacy team by creating written & oral public testimony, blog posts, action alerts, powerpoints, etc.
- Lead and coordinate Water Quality Monitoring outreach programs.

Qualifications/Requirements

- College degree in related field or equivalent experience.
- One year experience planning and strategizing on state and local advocacy issues.
- One year experience coordinating outdoor environmental education.
- Strong collaboration and community engagement skills and experience.
- A commitment to working respectfully across differences and bringing diverse communities together.
- Strong written skills. Proficient in Zoom and Microsoft Office products including PowerPoint, Word, Excel.

DESIRED QUALIFICATIONS

- Working knowledge of environmental issues including for example: climate change mitigation and adaptation, water quality including urban runoff/stormwater management, land use planning, and/or related issues (we will teach this skill set to the right candidate).
- Spanish language proficiency strongly preferred.

Physical Requirements

- Must be able to hike moderate distances over uneven terrain carrying a load of 20 pounds.
- Must be able to balance on slippery rocks and scale down steep embankments.
- Must be able to travel to various local sites.
- Must be able to work at a computer.

Benefits

- Health care
- Life insurance
- Accidental death & dismemberment insurance
- Long-term disability insurance
- Medical & dependent care flexible spending accounts
- 403(b) retirement plan
- Approximately 15 organizational holidays annually
- Vacation and sick leave based on length of service

Disclaimer: This description is not a comprehensive list of job activities

Date Updated: 4/22/2025