



# THE WATCH HILL CONSERVANCY

WATCH HILL, RHODE ISLAND

## JOB DESCRIPTION

**TITLE:** Outreach Coordinator, (part-time position)  
**SUPERVISOR:** Napatree Point Conservation Area Manager  
**LOCATION:** Napatree Point Conservation Area, Westerly, RI

## SUMMARY OF POSITION:

*The Napatree Point Conservation Area (NTPCA) is 86 pristine acres of some of the rarest habitats in Rhode Island. The Conservation Area is managed by The Watch Hill Conservancy and The Watch Hill Fire District. NTPCA is a community resource, open to the public year-round. NTPCA is designated as a "Globally Important Bird Area" by the National Audubon Society and a Climate Response Demonstration Site by the University of Rhode Island Coastal Institute. It is home to many species of federally and state-listed endangered species.*

*The Outreach Coordinator will assist in supporting and growing community engagement for the Napatree Point Conservation Area through social media, volunteer, education, and outreach programs. This part-time, year-round role will focus on creating meaningful interactions with the public, organizing educational and outreach events, and managing communication (electronic and print) across various platforms to further the conservation mission of The Napatree Point Conservation Area.*

*The Outreach Coordinator position is a year-round, part-time position at 25 hours per week. The Outreach Coordinator must work at least one weekend day per week in May through September. Occasional weekend work will be required the remainder of the year based on the program schedule. This is a work from home position with field work and programs taking place onsite at The Napatree Point Conservation Area or The Watch Hill Conservancy office.*

## QUALIFICATIONS:

### *Minimum Qualifications:*

- *Bachelor's degree in public service, natural resource conservation, environmental science, wildlife biology, or environmental education. Or have equivalent experience or training in tasks identified in the duties of the position.*
- *Must be able to work 25 hours per week.*
- *Must be able to work weekends.*
- *Must be able to communicate effectively and professionally with NTPCA visitors, volunteers, and other staff.*
- *Experience in volunteer management, environmental education, and community outreach.*
- *Must be able to walk long distances in the sand and over rough terrain.*

- *Must be able to work in inclement weather and occasional weather-related uncomfortable conditions.*
- *Ability to work independently and coordinate multiple tasks effectively.*
- *Ability to lift 30 lbs.*
- *Satisfactory completion of a background check.*
- *Must have a valid driver's license.*

**Preferred Qualifications:**

- *Experience or qualifications in environmental education and/or interpretation.*
- *Experience with social media management and creating engaging content.*
- *A basic understanding of the flora and fauna of Rhode Island.*
- *A passion for the conservation of nature and education of the public.*
- *Ability to drive utility terrain vehicles.*
- *CPR/First Aid Certified.*

**SPECIFIC DUTIES:**

**Education and Outreach Programs:**

- *Coordinate and support education programs, such as the Napatree Investigators program, field trips, and programs, designed to engage the community and educate individuals about the flora, fauna, and conservation goals of the NTPCA.*
- *Assist in planning and executing year-round public outreach events, including weekend programs.*
- *Collaborate with local schools, universities, and community groups to expand NTPCA's reach and impact.*
- *Assist with the creation of reports that summarize the results of the educational/outreach programs.*

**Social Media and Communication:**

- *Develop and maintain content for Napatree's social media platforms, including Facebook and Instagram, to promote NTPCA programs, conservation efforts, and events.*
- *Collaborate with The Watch Hill Conservancy staff to create content for newsletters, promotional materials, and the web site.*
- *Manage public inquiries on social media and through email, providing prompt and informative responses about Napatree programs and guidelines.*

**Visitor Engagement:**

- *Perform beach patrol along with Napatree Naturalists.*
- *Engage with visitors on-site to provide information on conservation practices, answer questions, and ensure compliance with area guidelines.*
- *Conduct visitor and boat counts during events, report visitor engagement metrics, and recommend ways to enhance visitor experience.*

**Volunteer Program Support:**

- *Assist in developing, recruiting, and training volunteers to support conservation and public education efforts.*
- *Develop and organize volunteer events, such as beach cleanups and visitor support initiatives.*
- *Act as the main point of contact for volunteers, ensuring they have the necessary information, guidance, and resources to succeed in their roles.*

**Stewardship and Monitoring Assistance**

- Assist, when needed, in scientific data collection related to and/or for the benefit of the NTPCA.
- Work with the Napatree Manager, Napatree Naturalists, and Napatree Science Advisors to complete monitoring and stewardship tasks.

**Additional Duties**

- Safely operate utility terrain vehicles. Thoroughly inspect, clean, and prepare vehicles for storage.
- The duties outlined in this job description are the core duties of the position. Other duties to help drive our Vision, fulfill our Mission, and abide by our Organization's Values may be assigned.

**COMPENSATION:**

*This is a year-round, part-time position that requires working 25 hours per week, including weekend hours. Compensation is \$25.00 per hour.*

*This is a part-time position with The Watch Hill Conservancy. As such, the employee is not eligible for health insurance or paid time off (PTO) benefits.*

**TO APPLY:**

*Applications submitted by email as PDF attachments are preferred, but hardcopy applications will be accepted. Applications will be considered until **March 10<sup>th</sup>, 2025**. Early applications are strongly encouraged.*

*Please provide the following materials:*

1. Letter of application stating your qualifications for and interest in the position.
2. A current resume that includes relevant work experience and academic training.
3. Name, affiliation, postal address, telephone number, and email address for three references. References will not be contacted without the expressed permission of the applicant.

*Send your application materials or questions to:*

*Napatree Point Conservation Area Manager*  
[Napatree@TheWatchHillConservancy.org](mailto:Napatree@TheWatchHillConservancy.org)