

## Community Engagement Manager

Wild Bear's nonprofit mission is to inspire a lifelong connection to nature and community through creative exploration of the outdoors. We are seeking a highly-motivated, detail-oriented team player with the skills and abilities to help maintain, develop, and improve our growing organization.

### Compensation:

\$36,000/year salaried full time with room for advancement

Benefits after 90 days: paid vacation and sick allowance, paid holidays, professional development and health insurance stipend

This position reports to the Executive Director

### Position Responsibilities:

#### Community Engagement

- Develop and implement strategies to engage the community in existing and new programs and visitation to the nature center.
- Partner with the Community Engagement Committee and education team to plan and implement community events in accordance with Wild Bear's mission, vision and values.
- With Education team support, update, create, maintain exhibits in the nature center.
- Daily operations of the nature center, including open/close, managing the front desk & gift shop, directing all inquiries to the appropriate staff, and supporting interns and volunteers in nature center operations.
- Provide positive experiences and customer services to all program participants and visitors.
- Manage emails and phone calls with a timely and appropriate response.
- With all staff support, generate volunteer interest and involvement in all aspects of Wild Bear.

#### Marketing:

- Maintain positive, creative, and mission aligned social media presence on Instagram, Facebook, etc.
- Create online newsletters to constituents through constant contact.
- Maintain and update Wild Bear website through wordpress.
- Design fliers, posters, booklets, and brochures as needed for programs, fundraising appeals, and events.
- Work with Education Director to increase program participation
- Create paid advertising when appropriate and approved.
- Submit free calendar listings for all events.

#### Profile and Skills

- A positive team player, professional with all constituents
- Strong positive customer service skills
- Creative
- Well-organized and detail-oriented
- Able to handle confidential material
- Flexible with a “can do” attitude
- Self-starter with strong work ethic and ability to work without supervision
- Understands the nonprofit structure and is passionate about building relationships in the community
- Passionate about Wild Bear Nature Center’s mission and vision and is able to speak passionately about it to individuals and community
- Pass a State of Colorado and FBI background checks

### **Desired Qualifications**

- Bachelor’s Degree or 3 years of relevant work experience
- Demonstrated computer/IT skills such as Canva, Adobe, Photoshop, Google Suite, Microsoft, wordpress
- Social Media and marketing vision and experience
- Excellent written and oral communication skills
- Ability to provide a high level of customer service to both internal and external customers
- Ability to move between different tasks as demands of the organization require
- Understands and is passionate about Wild Bear Nature Center’s Mission and Vision

### **APPLICATION DEADLINE: Open Until Filled**

#### **To apply:**

Send cover letter, resume, and email addresses for three references to [jobs@wildbear.org](mailto:jobs@wildbear.org)

Wild Bear Nature Center

[www.wildbear.org](http://www.wildbear.org)

303.258.0495