



110 South Poplar St., Ste. 202  
Wilmington, DE 19801

toll free 800-445-4935  
phone 302-655-4990  
fax 302-655-4991

[DelawareEstuary.org](http://DelawareEstuary.org)

## **JOB DESCRIPTION** **Outreach Program Specialist**

Schedule: 9 a.m. - 5 p.m. Monday - Friday, flexible, as some weekend days are required.

### **General Description**

The outreach program specialist will support the education and outreach activities of the organization. The specialist will plan, organize, and implement creative programs and projects that engage partners and/or the public in improving the environmental quality of the Estuary.

### **Required Skills & Experience**

1. Bachelor's degree from an accredited college or university in communications, education, environmental science, or related field.
2. Demonstrated commitment to environmental stewardship and sustainability and enthusiasm for the outdoors
3. 1-3 years experience working in a related field such as environmental education, watershed management, stormwater management, communications and outreach.
4. Computer knowledge, particularly in Microsoft Suite; web design and social media skills/experience.
5. Strong organizational and coordination skills, multi-tasking ability, attention to detail, and the ability to coordinate multiple partners on a project.
6. Experience with organizing and running on the ground public programs, events and field projects
7. Ability and enthusiasm for working collaboratively with people of diverse backgrounds
8. Ability to work independently and cooperatively
9. Good written and oral communications skills
10. Valid United States driver's license.

### **Working Conditions**

Time spent in this position will be split between being in an office setting, attending and implementing meetings, events and programs at other locations, including outdoors in natural settings (for example, in parks, along rivers and creeks). Occasionally there may be tasks completed in a storage/warehouse facility. Work hours may shift dependent on project or program needs and staff or partner availability.

### **Physical Requirements**

The incumbent should be able to lift 20 pounds. The incumbent should be able to sit and stand for at least 4 hours at a time.



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## Reporting Relationships

Reports to: Director of Outreach

Direct Reports: none

## Job Function

1. Work to assure that the objectives of PDE are implemented through watershed education and outreach programs by working with PDE staff, public and private constituencies, educators, and volunteers..
2. Work with the Director of Outreach and other PDE staff to participate in, advance the work of, and serve as a liaison as appropriate to watershed collaborations.
3. Plan, organize, and implement a diversity of on-the-ground public programs, such as presentations, tabling at events, tours, workshops, trainings, festivals, cleanups and other outreach activities, sometimes in unique places and requiring flexible work schedules.
4. Serve as PDE's primary tabling event representative at various events, assist with selection of events, and organize staff and volunteers for various activities, including tabling events.
5. Participate in development, implementation, and marketing of environmental outreach, including identification of target audiences and key messages for those audiences.
6. Prepare and assist in the preparation of written materials on PDE watershed education, outreach, and collaborative programs/projects for print and/or web distribution, as assigned.
7. Provide logistical support for PDE watershed education and outreach related meetings, events and conferences, such as the Delaware Estuary Science Conference and Environmental Summit and Wilmington Earth Day.
8. Work with other PDE staff and volunteers as needed for successful completion of watershed education, outreach, and collaboration project, including leading classes, making presentations and creating curriculum.
9. Assist with public education/outreach mailings, fundraising events, presentations, sale of PDE promotional products and other activities as needed.
10. Maintain PDE literature inventory, and respond to requests for copies of PDE education/outreach materials and promotional products.

Interested applicants are encouraged to submit a resume and cover letter to: Nancy Descano, Partnership for the Delaware Estuary, 110 South Poplar Street, Suite 202, Wilmington, DE 19801; or by email to [ndescano@DelawareEstuary.org](mailto:ndescano@DelawareEstuary.org).