



Jackson Soil and Water Conservation District  
89 Alder Street, Central Point, OR 97502 • 541-423-6159 • [www.jswcd.org](http://www.jswcd.org)

## Outreach and Engagement Specialist Position Announcement

### Details

**Open Date:** December 5th, 2025

**Priority Application Due Date:** January 7th, 2026 by 5pm PST

**Status:** Full-time 40 hours/week average, salary (exempt), at-will employment

**Compensation:** The starting annual salary range is \$61,111–\$73,939, depending on experience. JSWCD aligns its salary structure with the U.S. federal government’s Grade Scale (GS) pay scale, and this position is graded at the equivalent of GS 07-09-11. The selected candidate will be eligible for regular step increases, cost-of-living adjustments, and promotion potential up to the equivalent of GS-11 based on successful performance. JSWCD does not offer visa sponsorship.

**Benefits:** JSWCD provides 11 paid holidays, vacation leave accruing at 8 hours per month (with accrual rate increasing over time), 8 hours of sick leave per month, a 457(b) retirement plan in which the District contributes 3% and up to 7% matching, a \$1,300/month taxable health stipend, enrollment in an employee assistance program, and optional employee-paid health and dependent care flexible spending accounts.

**Location:** Central Point, OR; this position requires the successful candidate to be based locally, though we may negotiate a “hybrid telework” (part-time work from home) option following a two-month on-boarding program.

### How to Apply

Please submit the following by the application close date:

- 1) Current resume
- 2) Cover letter,
- 3) List of three professional references with contact information and their relationship to you, and
- 4) A work sample demonstrating your competency in one or more of the specific job skills listed in the position description below. Acceptable examples may include an article, blog post, brochure, event marketing, social media content or other marketing or outreach materials that you primarily developed and/or designed.

Submit application materials **as a single PDF** by email to: [trevor.morris@jswcd.org](mailto:trevor.morris@jswcd.org) with the subject line “Outreach and Engagement Specialist.” Qualified applicants will be notified if they are selected for an interview after the application deadline.

Individuals selected for an interview will be asked to submit a work sample demonstrating your competency in one or more of the specific job skills listed in the position description below. Acceptable examples include an article, blog post, brochure, social media content or other marketing or outreach materials that you primarily developed and/or designed.

We encourage applicants to apply for open positions even if they don't meet every single preferred qualification listed. If you are unsure whether you meet the qualifications of an open position, please feel free to contact us to discuss your application.

Qualified veterans may be eligible for veterans' preference when applying for JSWCD positions. If you are a veteran and would like to be considered for veterans' preference for this position, please indicate this and provide your DD-214 with your application submission.

## **Position Description**

### **General Position Summary**

This is a full-time, at will position serving the citizens of Jackson County as a staff member of the Jackson Soil and Water Conservation District. This position develops and implements strategies to increase public awareness of conservation issues, strengthen community partnerships, and foster participation in District programs and initiatives. The Specialist oversees the planning, design, and evaluation of District communications, outreach and educational events, and engagement campaigns. The position works collaboratively across all District programs and with numerous partner organizations to ensure consistent and effective messaging and community engagement. This role also provides leadership in data-driven outreach, and incorporation of best practices that promote accessibility and broad community participation in JSWCD activities.

### **Essential Functions/Major Duties**

- Develop, implement, and evaluate a comprehensive communications and outreach strategy that aligns with the District's strategic plan, expands public visibility, and ensures consistent integration of outreach efforts across all program areas.
- Communicate science-based natural resource conservation information and practices to a wide range of audiences; develop targeted outreach campaigns to encourage and incentivize public adoption of best practices in natural resource management.
- Oversee development of all District communications materials—including annual reports, newsletters, website, social media, signage, and print and digital publications—and manage the District's brand and public messaging across platforms.
- Serve as a face to the media for JSWCD, preparing press releases and earned media campaigns; maintain a content calendar coordinating events, campaigns, and partner communications.
- Ensure District communications and outreach platforms meet accessibility and public meeting requirements.
- Plan, lead, and support District and partner events—including workshops, tours, the JSWCD annual meeting, and other events.
- Lead all aspects of the Southern Oregon Regional Envirothon (SORE).
- Develop and lead a volunteer engagement program providing regular opportunities for youth and/or adults to contribute to JSWCD and partner conservation efforts.

- Manage the Community Conservation & Education Grant Program, including outreach, coordination with applicants, and leading the review and grant management process.
- Build and sustain partnerships with agencies, watershed councils, schools, and community organizations; represent the District on local and statewide initiatives; and collaborate with staff and partners to develop coordinated outreach strategies and shared messaging.
- Ensure outreach strategies are inclusive and accessible by identifying and reducing barriers to participation and incorporating culturally responsive and language-accessible communication practices.
- Design and implement systems to collect, analyze, and report engagement and communications data, including surveys, performance metrics, and outreach databases, to guide continuous improvement.

### **Secondary Functions**

- Maintain strong working relationships with partner agencies and organizations to advance collaborative communication and outreach efforts.
- Seeks funding opportunities to enhance the District's outreach and engagement strategies, as outlined in the District's Strategic Plan.
- Track and report expenditures related to outreach, education, and communications activities in coordination with the Executive Director and Business Manager.
- Maintain JSWCD files, time, and attendance records in accordance with District policy and established protocols.
- Represent the District on internal committees and regional or statewide workgroups that support JSWCD's mission and program goals.
- Perform other related duties as assigned to support District operations and strategic initiatives.

### **Supervision**

The Outreach and Engagement Specialist operates with a high degree of independent judgment and initiative under general direction from the Executive Director. The person in this position may provide training, daily work assignments, and supervision for interns and volunteers, and may occasionally be asked to assist with managing the work of outside contractors. This position does not supervise any full-time JSWCD employees.

### **Specific Job Skills**

- Professional communication, marketing, or journalism skills and ability to write and speak knowledgeably about conservation of natural resources to a wide variety of audiences and cultures.
- Excellent verbal communication skills including public speaking, training facilitation, and giving presentations on behalf of the District.
- Knowledge of Microsoft products, and skills in Adobe Creative Cloud or related design software, and publication development and marketing software.
- Website design and management skills.
- Ability to plan and manage events, conduct outreach campaigns, and communicate the work of the District to various audiences.

- Strong time management, organization, and project planning skills - ability to manage multiple projects simultaneously, contribute to and adhere to project timelines, budgets, and meet deadlines.

### **Minimum Qualifications**

- A bachelor's degree with major course work in communication, marketing and publicity, community engagement, or related discipline and three years' professional experience managing outreach and engagement programs. A master's degree in a relevant field may replace one year of experience.  
**OR:** any combination of experience or education equivalent to five years of progressively responsible experience that typically supports the knowledge and skill requirements listed for the functions listed above.
- Basic knowledge of natural resource conservation topics.
- Well-developed and adaptive writing skills for preparing both high-level technical and funding documents, as well as information to be digested by the public.
- Strong commitment to diversity, equity and inclusion.
- Demonstrated ability to be an effective member of a team.

### **Preferred Qualifications**

- Knowledge of SWCD's, city, county, and state and federal agencies and organizations pertaining to management of Oregon's natural resources.
- Advanced technical and design skills for communication, including videography, e-mail marketing, social media, and experience with Adobe Creative Cloud products including In Design and Illustrator.
- Experience developing and managing social media content and managing websites.
- Experience in media relations including writing press releases, conducting interviews, and developing and implementing earned media campaigns.
- Experience designing and delivering adult and youth conservation education curriculum.
- Spanish-language proficiency.

### **Job Conditions and Interpersonal Contacts**

To perform the duties of this position, this employee must serve as incidental motor vehicle operator and maintain a valid Oregon driver license and clean driving record.

The duties of this position are primarily office and computer based which may involve prolonged sitting or standing at meetings. This position involves periodic travel to early morning, daytime and evening meetings, field tours, conferences, workshops, training sessions, and landowner properties throughout the county and state as well as outside of the state as needed. This position may require occasional physical effort or manual labor such as lifting, carrying (up to 50 pounds), or constant movement on steep or uneven terrain, sometimes in inclement weather.

This position is based out of Central Point, Oregon with occasional travel to project sites across Jackson County, OR. A hybrid telecommute work schedule may be arranged following a two-month onboarding and orientation period. Occasional weekend work may be required to accommodate volunteer groups and District events.

## **Interpersonal Contacts and Non-Discrimination**

The employee must be able to work in a team/collaborative environment. It is essential that this position maintains effective working relationships with the District staff and partners for effective communication and implementation of natural resource projects and educational events. Communication is in person and via electronic methods and may include presentations to the public.

This position will perform in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

Jackson Soil and Water District does not discriminate on the basis of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity. The District is an equal opportunity employer.