



POSITION GUIDE

ORGANIZATION: Bayou Preservation Association, Inc.
POSITION: SUPPORT STAFF, PART-TIME
REPORTS TO: Outreach and Engagement Manager
END DATE: June 30, 2023
LOCATION: Houston, Texas

MISSION

To celebrate, protect and restore the natural richness of all our bayous and streams.

VISION

Our Vision is a network of healthy bayous, streams and watersheds.

ABOUT BAYOU PRESERVATION ASSOCIATION

The Bayou Preservation Association works to increase understanding of area bayous and creeks and their watersheds by providing educational programs and opportunities, activities and events to engage all the region's demographics. Bayou Preservation Association also strives to expand stewardship and stewardship opportunities to improve the health of our watersheds, creeks, and bayous. The Bayou Preservation Association's values include science-based policies and actions, collaboration, community, and professional communications.

THE OPPORTUNITY

This is an exciting opportunity to be part of a team shaping a long-standing environmental organization as it moves into an exciting new phase. This position will serve a critical role in supporting the outreach and community engagement aspects of the Bayou Preservation Association's programs. This is an amazing opportunity for an energetic person who loves interacting with the public and loves Houston's waterways and wants to participate in creating a dynamic organization for all bayou city residents.

POSITION SUMMARY

The Support Staff will assist with all aspects of promoting the Association, including audience development, image research, social media marketing, digital advertising, media tracking, engagement reporting, and some administrative tasks. The ideal candidate is creative, energetic, detail oriented, passionate about our waterway, and eager to gain real world experience working in marketing and public engagement at one of Houston's longest running conservation organizations. Applicants must be willing to commit to a minimum of 15 hours per week. A hybrid schedule is available.

RESPONSIBILITIES

- Audience development
- Social media marketing
- Digital advertising
- Event planning
- Media tracking
- Non-profit public engagement and community relations.
- Engagement reporting and analysis

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- Research

QUALIFICATIONS

- Experience with professional social media campaigns, press release, and/or online marketing.
- Excellent writing, editing, and proofreading skills
- Ability to multitask and produce high-quality work by deadline
- Thorough knowledge of Microsoft Office and Adobe Creative Suite, a plus
- Interest in preservation, conservation, NGOs, parks, or waterways, a plus
- Passion for waterways and love of nature.

Starting Rate: \$17.50 per hour.

This will be a temporary part-time, non-exempt position, 15 hours per week, with work being conducted during normal business hours Monday – Friday 9:00am – 4:00pm. The position has the potential to grow into a full-time exempt position.

Application Procedure:

Interested candidates should send a resume and cover letter to info@bayoupreservation.org by March 31, 2023.

Please reference position title in subject line of email. We will contact those candidates who most closely match our requirements.

Thank you for your interest.

The Bayou Preservation Association is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees and constituents regardless of differences based on an individual's race, color, religion, sex, age, marital status, veteran status, sexual orientation, disability, political affiliation, or any other protected characteristic.