



The Outdoor Lab Foundation was founded in 2003 with a mission to inspire community support for, and advocate on behalf of, Jeffco's Outdoor Lab Program. Outdoor Lab engages all Jefferson County sixth-grade students (approximately 5,000 per year) in an immersive, residential, weeklong environmental and civic education experience. In addition, it supports the leadership development of approximately 1,000 high school students and 40 interns per year. Outdoor Lab manages two historic campuses nestled in the Front Range Mountains totaling over 800 acres.

#### Outreach Specialist Intern Introduction:

As a nonprofit committed to the young people growing up in Jeffco, we care deeply about our relationship with the community. We are seeking an Outreach Specialist to help us establish and maintain great relationships between the community and our organization. Our ideal team member will have excellent organizational, communication, and writing skills, but also the ability to foster positive relationships with individuals, schools, sponsors, volunteers, and community organizations. The Outreach Specialist will be an ambassador for the Foundation, often speaking publicly – delivering the Foundation's message throughout the community.

The Outreach Specialist Intern will work in concert with the Executive Director and Community Relations Manager to enhance the Foundation's engagement with schools, parents, volunteers, supporters, and the public overall. As such, the position is responsible for serving as a front-line voice and face at community and school outreach events. In particular, the position will assist in the coordination of our parent nights, school orientation nights, high school leader recruitment, community festivals, and other outreach opportunities as applicable.

#### Essential Duties:

- Work with Community Relations Manager to staff priority outreach activations.
- Attend relevant events and activities to represent the Foundation and build relationships with key community members.
- Work with Foundation staff and Jeffco Outdoor Lab Coordinators to promote the King Soopers Lab Card Fundraising Program.
- Work with Foundation staff and Jeffco Outdoor Lab Coordinators to promote the High School Leader Program.
- Network and build professional community to elevate the brand and increase Foundation's profile.
- Maintain professionalism, discretion, and confidentiality in relationships with all stakeholders.
- Build strategy to create and maintain volunteer opportunities and activities that will have a positive impact on the Outdoor Lab experience and foster a stronger relationship between the community and Outdoor Lab.
- Collaborate with Foundation staff on the execution of a communications strategy for the organization.

- Coordinate with staff, stakeholders, and community supporters to create engaging and shareable content for a blog, Facebook, Instagram, e-newsletter, and promotional videos.
- Raise awareness about the Foundation with, and serve as a point of contact for, external audiences including the general public, school leaders, PTAs, community organizations, and local businesses.

Requirements:

- Personal and professional values consistent with the Foundation's mission.
- Outstanding interpersonal and written communication skills
- Able to work effectively in a dynamic environment - problem solver, flexible, and adaptable.
- Independent worker and cooperative team member.
- Comfortable giving and receiving feedback.
- Ability to prioritize his/her work and manage multiple projects simultaneously.
- Ability to inspire passion for our program.
- Ability to manage positive relationships with staff, board members, business professionals, and individual donors with a friendly, professional demeanor.
- Strong computer skills - Microsoft Office and Outlook.
- Comfort with online graphic design tools such as Canva, Adobe, and Prezi.
- Continually nurture relationships with teachers, counselors, administrators, and community partners.
- Uphold the schools, its programs, students, and employees in the highest regard.
- Good creative intuition and critical thinking.
- Comfort taking on special projects from time to time.
- Valid driver's license good motor vehicle record and valid auto insurance.
- Ability to lift and transport 30-40 pounds of equipment and materials.
- Bilingual English Spanish a plus.

Please send a cover letter and resume to Bryan Martin, Executive Director.

Email only [bryan.martin@outdoorlabfoundation.org](mailto:bryan.martin@outdoorlabfoundation.org)

Reference your candidacy by placing "Outreach Specialist" in the subject line.