Position: Public Engagement Coordinator (P/T)

Reports to: Operations & Communications Director, Project Coyote

Job Description: The Public Engagement Coordinator plays a key role in enhancing Project Coyote's relationships with the public, volunteers, and community. This fast paced and dynamic role ensures consistent supporter engagement, from phone and email inquiries to volunteer communication. The ideal candidate has a passion for wildlife conservation and Project Coyote's mission, outstanding organizational and communication skills, and the ability to juggle multiple tasks simultaneously. This role offers flexible working hours, but necessitates at least one hour dedicated each day to ensure timely responses to public inquiries and effective communication with the team. We are looking for an ambitious communicator to join a highly effective and exciting organization undergoing strategic expansion.

About Project Coyote: Project Coyote promotes compassionate conservation and coexistence between people and wildlife through education, science, advocacy and art. Read more here.

Responsibilities:
- Manage email and Google Voice inquiries to Project Coyote from external outlets and the general public and distribute to appropriate staff for timely expert response (40%).
- Support Project Coyote's volunteer program by coordinating regular volunteer updates and calls for help, soliciting volunteer contributions to Project Coyote's blog and quarterly newsletter, processing volunteer applications, and developing volunteer appreciation/retention strategies (20%).
- Prepare copy for external communications including, but not limited to: select social media posts, submissions for the Earth Island Institute (our fiscal sponsor) monthly newsletter, website posts, and Project Coyote's quarterly Coyote Chronicles newsletter (15%).
- Assist Project Coyote's development team with donor engagement and stewardship (10%).
- Assist in drafting and copyediting select emails through Project Coyote's CRM (10%).
- Provide administrative support and public engagement for Project Coyote's Community Action Network through Circle (5%).

Skills, Qualifications & Experience:
- Excellent interpersonal and organizational skills with high-energy, positive, “can-do” attitude
• Experience in communications, outreach/education, operations, or related fields – ideally in a non-profit setting
• Excellent writing, editing, and proofreading skills.
• Excellent verbal communication skills.
• Organized, efficient, and able to work flexibly while juggling multiple priorities on deadline.
• Proven ability to work both independently and in a collaborative environment.
• Ability to maintain professional demeanor in all communications, including in controversial and highly charged situations.
• Working knowledge of and fluency with Microsoft Office and Google Workspace.
• Proficiency working with, or the ability to quickly become fluent in new digital platforms, such as CRM software, Asana, Slack, and Circle.
• Knowledge of, or experience in, conservation, environmentalism, or related fields.
• Passion and dedication to the mission and goals of Project Coyote.
• Experience in volunteer management is preferred.

**Compensation:** 8-12 hours per week @ $18-$22/hour, DOE

**Location:** Remote

**Start date:** Open until filled.

**To apply:** Send a letter of interest, CV/resume, and writing samples to: jobs@projectcoyote.org. Please include “Public Engagement Coordinator” in the subject line.

*Project Coyote is a fiscally sponsored project of Earth Island Institute, a 501(c)3 nonprofit, public interest, membership organization that supports people who are creating solutions to protect our shared planet. EII provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.*