

Save A Million Bass Assistant

Overview:

The Save A Million Bass Assistant is a part time temporary position tasked with coordinating Riverkeeper's Save A Million Bass (SAMB) campaign. The SAMB campaign is a web-based public education and outreach effort designed for anglers in the northeast. The SAMB website informs anglers about current regulations for catching striped bass and the best methods for "catch and release" that increase the chances of survival for striped bass. The SAMB Assistant's primary responsibilities include developing a consistent communications voice, growing SAMB's follower base, and working with Riverkeeper's Development Department to secure a grant to translate the SAMB website and stickers into Spanish. The SAMB Assistant will report to the Vice President of Development and will work approximately 20 hours per month on a variety of tasks including:

Tasks:

- Develop content for SAMB website, newsletter, and social media
- Manage contact database in mail chimp and enter contact information into Riverkeeper's Raisers Edge database
- Respond to any inquiries for tabling, stickers, etc.
- Coordinate events and meetings
- Research potential grants
- Participate in planning efforts for SAMB campaign

Qualifications:

Research shows that women and people from underrepresented groups often apply to jobs only if they meet 100% of the qualifications. Please know that candidates rarely meet 100% of the qualifications. If much of this describes you, we encourage you to apply. This might be the right next role for you if you have/are:

- Energetic, efficient, detail-oriented, very well-organized, independent, and reliable
- Excellent writing and editing skills
- Familiarity with social media: Instagram, Facebook, Twitter
- Able to manage multiple priorities and deadlines and proactively seek assistance when needed
- Comfortable using a variety of computer programs including Microsoft Word, Excel, Mailchimp, and Google applications
- Minimum one to two years of experience conducting similar duties in a not-for-profit
- BA/BS or equivalent required

This position is part time at 2-5 hours per week, with a duration of one year. Salary is \$25/hour.

Location: The position is remote with occasional visits to Riverkeeper's main office in Ossining, New York.

Application Procedure: Please submit your résumé and cover letter as well as a list of 2-3 professional references to humanresources@riverkeeper.org. Please write 'SAMB Assistant' in the subject line. The position will be open until filled. Phone calls will not be accepted.

Riverkeeper is an AA/EEO employer. Riverkeeper is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, rewarding, and enables each of us to realize our potential. Our work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law.

People from diverse backgrounds are encouraged to apply.