Camp Nor'wester
Position: Community Engagement Director
Job Opportunity Announcement & Information

Camp Nor'wester, a summer camp in the San Juan Islands of Washington since 1935, is looking for a hard-working and motivated person to join our Year-Round Team as **Community Engagement Director**. Position is a full-time, year-round position based in Washington state.

Ideal candidate will have a true interest in learning and growing in the position, working with, and reporting directly to the Operations Director and Executive Director. Candidate also ideally possesses a spectrum of skills relating to **communications, design and publication software, non-profit development work, community relations, and administrative tasks,** along with a priority for collaboration and open and clear communication with co-workers, seasonal staff, Directors, Board Members, families, and our alumni community.

This position supports our camper experience through the creation of **communications** via email, print, and social media that carry forward the spirit of Camp and communicate our **values of diversity, equity, inclusion, and belonging.** These communications, along with in-person engagement opportunities, will build connection to the Nor'wester experience for all of our stakeholders. This role collaborates on **fundraising efforts** with the Year-Round Team, Development Committee, and contracted development consultants. Please see Job Description for full details.

The successful candidate will be passionate about summer camp and the value of a technology-free outdoor experience. They will be expected to spend the summer on Johns Island to work closely with the Year-Round Team and seasonal staff. This will be an opportunity for both personal and professional growth. Consulting support is part of the framework for this position.

We embrace a **diverse community** at Nor'wester and are committed to creating an inclusive environment for all employees. We encourage applicants of different backgrounds, cultures, genders, experiences, identities, abilities, and perspectives to apply.

Hiring Timeline and Details

Call for Resume / Letter of Intent	December 2022
Interviews	Starting in January 2023
Earliest start date	Feb 2023
Compensation	$57,000+ annually
Location	Edmonds, WA (September through May) Johns Island, WA (June through August)
Work Schedule	Winter (September through May) Mon-Fri 8:30 to 5:00, with occasional weekend engagements Summer (June through August) 6 days/week – breakfast through dinner & evening programs One day off per week plus daily breaks
Benefits	Paid Time Off, Holidays, Health Insurance, HRA, mission-driven and value-centered organization, vibrant community, potential part time WFH

Application Instructions

To submit your application for the **Community Engagement Director** position, please e-mail the following items to Sheila Tallmon, Executive Director, at sheila@norwester.org:

1. Resume
2. Letter of Intent - Please include experience in youth development, non-profit work, or outdoor recreation/education, why you're interested in the position, any experience or association with Camp Nor'wester, as well as a description of how you can contribute to the role and how you might gain or grow from this opportunity.
3. List of References - The names and contact information for three individuals who can speak to your experience working with others in a similar work setting.

To learn more about Camp Nor'wester, please go to our website at www.norwester.org.

Camp Nor'wester
Community Engagement Director Job Description

CAMP MISSION: Provide a unique outdoor living experience where a diverse group of young people is challenged to develop skills that increase self-confidence and encourage respect, responsibility, and compassion for themselves, their community, and their environment.

PURPOSE: The Community Engagement Director shall manage all levels of engagement with the full Nor'wester community, including communication, alumni relations, development, and diversity-equity-inclusion-belonging (DEIB) principles.

ACCOUNTABILITY: The Community Engagement Director shall report to and be supervised by the Executive Director and Operations Director, on an exempt, at-will basis.

RESPONSIBILITIES INCLUDE:

- Management of Camp Communications, including:
  - Bi-annual newsletters, annual calendars, other publications and mailings
  - Social media, blog, and e-mail communications to camper families, staff, donors, Board and Advisory members, and alumni
  - Relaying the values and tenets of the organization to the summer staff and camper community
- Development & Fundraising (in concert with currently-contracted consultants)
  - Management of donor database, Nor'wester Fund and other campaign coordination
  - Facilitation of donor follow-up and acknowledgment, including building intentional connection between existing/prospective donors and Board members/Executive Director
  - Reporting to accountant and Development Committee
  - Development and management of initiatives such as a planned giving program, endowment management plan, major gifts program, and grant research and writing
  - Collaboration with the Development & Alumni Relations Committee on all of the above
- Community Engagement
  - Development and execution of alumni outreach opportunities and community events
  - Volunteer engagement, including supporting Work Weekends and summer visits
  - Interaction and relationship-building with members of the summer community, including campers and staff, through participation/leadership of staff training sessions, participation in summer Leadership Team, participation in aspects of the summer program, and more
  - Expectation of building strong relationships with staff and campers during the summer
- Participation in the work of the Board of Directors, including attendance of meetings as assigned, and involvement in Development & Alumni Relations Committee work and action items.

SUPERVISION AND OTHER SUPPORT RESPONSIBILITIES:

- Management of seasonal positions, including Photographer, Videographer, Inclusion Director, and others as assigned.
- Assist and participate in all operations of Camp year-round, including office functions, the annual move to Camp, transportation needs in summer and for special events, decisions and leadership with summer staff, and bringing a spirit of fun and creative ideas to the table.

MINIMUM SKILLS, QUALIFICATIONS & EXPERIENCE:

- Genuine interest and experience in working/living with and teaching children in a rustic, outdoor setting.
- Four-year Bachelor's degree or equivalent work experience.
- Excellent written communication skills.
- Commitment to equity and inclusion in the camp experience.
- Ability to model, observe, assess, and enforce appropriate staff and camper behavior.
- Ability to act upon Emergency and Crisis Management Plans.
- Current basic CPR and First Aid certifications.
- Satisfactory background checks.

ADDITIONAL DESIRED ATTRIBUTES:

- Experience in communications, community relations, development, or related fields.
- Self-starting character, ability to initiate projects and work autonomously as well as part of a collaborative team.
- Ability to generate creative ideas.
- Attention to detail in all levels of communication and engagement.
- Strong computer, design, interpersonal, and marketing skills.

ESSENTIAL FUNCTIONS:

- Visual and auditory ability to assess and evaluate staff performance.
- Ability to identify and respond to any potential hazards to campers, staff, property, facilities, or equipment.
- Ability to walk several miles per day and otherwise meet all demands of summer on-site physical requirements, including the ability to move/lift 20 pounds regularly and up to 50 pounds occasionally.
- Ability to drive a car and possess a valid driver's license.
- Proficiency in or willingness to learn to drive large vehicles.
- Emotional health sufficient to meet the demands of the position.