



Public Outreach Coordinator

The Arabia Mountain Heritage Area Alliance (The Alliance), in cooperation with DeKalb County Natural Resource Management, is seeking a highly qualified candidate to fill a newly created full-time position. This is a unique opportunity to work with a National Heritage Area on its future direction and community outreach while supporting one of the region's most exceptional ecosystems and public greenspaces.

The Alliance is a non-profit 501(c)3 with a long history of community engagement. It works to preserve, protect and promote the historic, cultural and natural resources of the Congressionally-designated National Heritage Area and includes portions of DeKalb, Rockdale and Henry Counties. The National Heritage Area program is affiliated with the National Park Service.

The Public Outreach Coordinator reports directly to the Executive Director of The Alliance and works closely with the board and partner organizations of the Arabia Mountain National Heritage Area and of the Davidson-Arabia Mountain Nature Preserve (DAMNP), a DeKalb County park. The position is based at the DAMNP, a 2,500 acre greenspace enveloping Arabia Mountain and other granite outcrops.

The ideal candidate is a:

- Dynamic personality & self-starter who can build relationships with the public, partner organizations and volunteers and who serves as the public face of the DAMNP.
- Strategic, creative thinker who can integrate communications plans across partner groups and can express complex subjects clearly and creatively.
- Media messenger who can market to diverse constituent groups and the general public utilizing social and digital media.
- Organizational guru with excellent verbal and written communications skills, attention to detail, excellent computer skills and ability to create compelling reports or public notices for publication and distribution.
- Flexible personality with both time and energy, understanding that as a public park, many events may be held on evenings, weekends, or on holidays.

Responsibilities include, but are not limited to:

- Serving as the public interface to visitors of the Davidson-Arabia Mountain Nature Preserve.
- Coordinating, recruiting and training volunteers to work in the DAMNP visitor center.
- Developing and executing communications initiatives of The Alliance which may include: digital newsletters, press releases, website updates, marketing plan development and social media management, manage social media and maintain the digital library and image files.
- Cultivating contacts at media outlets and promoting the initiatives of The Alliance.
- Coordinating the calendar for the DAMNP facility as well as the virtual calendar for other AMNHA entities.
- Conducting initial research on grants that engage the AMHAA mission.
- Developing marketing or display materials such as fliers or trail maps.
- Providing administrative support at the DAMNP visitor center.

Qualifications: The ideal candidate should have a minimum of 5 years work experience and a bachelor's degree from an accredited university. A degree, experience or interest in environmental or natural sciences is preferred. Applicants must have proficiency in Microsoft Office, experience with publication software (such as Illustrator or Photoshop), knowledge of desktop editing software, understanding of Wordpress or other content-management systems and familiarity with social media engagement.

Compensation: Base salary, paid-time-off and great work environment.

Application process: Please submit resume, cover letter and three writing samples in a PDF file format to Mera Cardenas, Executive Director, Arabia Mountain Heritage Area Alliance at coordinator@arabiaalliance.org. Writing samples may include brief research documents, publications, press releases, grant proposals or promotional and marketing materials. Selected applicants will be contacted to participate in the interview process.