



## Community Outreach Coordinator

OMG is serving as the community liaison for the DOE Energy Innovation Prize award with its long-standing partner Bethesda Green. More information about the award [here](#). Wheaton is a vibrant, highly diverse underserved community, home to more than 50,000 Montgomery County residents and is a designated equity emphasis area.

The ideal Community Outreach Coordinator will be a Wheaton resident who is bi-lingual in both English and Spanish. This individual should be detail-oriented, have experience in community convening, be comfortable promoting justice, diversity, equity, and inclusion, and be able to comfortably interact with business and community leaders. The individual will be responsible for communicating/coordinating events and program information to the community/business partners, implementing developed strategies for educational outreach and managing/measuring the project goals and outcomes.

This individual will report to the One Montgomery Green Executive Director, and will work closely with other members of the Inclusive Energy Innovation Challenge project leadership team. This position is funded for 6 months with a possible extension and allows for significant interaction with the Wheaton community, Mid County Regional Services team, the Department of Environmental Protection, Montgomery planning, and the Montgomery County Economic Development as well as local chambers of commerce.

Please complete application and apply for an interview [here](#). See below. Inquiries about the position may be made to [info@onemontgomerygreen.org](mailto:info@onemontgomerygreen.org)

### Engagement with...

- Community/Public
- Businesses/Chambers
- Wheaton Urban District

### Outreach using

- Social Media
- Marketing
- Public Relations

### Coordination of

- Stakeholder meetings (venue)
- Education Workshops
- Resources and Partnerships
- Metrics Tracking

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Questions: [Info@onemontgomerygreen.org](mailto:Info@onemontgomerygreen.org)

**Duties may Include:**

- Engage with members of the Wheaton, MD community, including members of the public, business leaders, local Chambers of Commerce, and the Wheaton Urban District.
- Manage project outreach within Wheaton, MD, using social media, marketing, and public relations channels.
- Schedule/Manage Monthly Meetings with Stakeholders
- Schedule/Manage Speakers for Stakeholder meetings
- Oversee community outreach efforts
- Help coordinate and promote entrepreneurship training opportunities for Wheaton businesses and other educational workshops as needed
- Support workshops on B Corps and Green Business Certification
- Coordinate the distribution of community business resources
- Liaison with Businesses and Partners
- Maintain Business Database for Wheaton businesses
- Coordinate with project leadership team to track and report on project success metrics
- Provide project administrative support as needed

**The ideal candidate will have the following attributes/skills:**

- Environmental and/or Project Management expertise
- Positive attitude, good organizational & interpersonal skills, and a commitment to building sustainable communities
- Technically proficient with Google Suite, Microsoft Word, Excel, and PowerPoint, and comfortable using communication tools such as Slack.
- Familiarity with social media platforms Facebook, Twitter, and LinkedIn
- Bi-lingual in Spanish / English preferred

**Full Time:** Yes – Contract Requirements

**Salary/Benefits:** Contract Detail

**Location:** Wheaton, MD / Remote. This individual will be expected to attend both virtual and in-person community meetings and events in Wheaton, MD and the surrounding region as the project requires.

**Interested parties**

- Please fill out the online [application](#) and provide up to three (3) **references** related to work included in this RFP. You may also download a paper version. For each reference please include the following:
- Company name and address, contact name, email and phone number and contract type and/or description of services provided
- **Service Level Guarantee** -- Please answer the following to let us know a little about why you would like to work with us: *ie. Please describe why you would like to work with OMG and how you feel you may be able to contribute. How do you measure success? Are you interested in the environment?*
- **RFP coordinator:** All correspondence and questions regarding this RFP must be sent to [info@onemontgomerygreen.org](mailto:info@onemontgomerygreen.org). All questions must be submitted in writing. Questions and answers responses will be provided within 3 days of submission.
- **Interview:** Acceptable candidates will be contacted by email or phone to conduct a phone and/or in-person interview.

**ONLINE APPLICATION:**

<https://onemontgomerygreen.org/index.php/positions-available/>