



**Job Title: Community Engagement Coordinator**

**Classification: Non-exempt**

**Status: Part-Time/20 hours per week**

**Hourly Rate: \$18.00-\$21.00 per hour**

**Reports to: Executive Director**

**Organization Overview:**

Located on Roanoke Island in Manteo, NC – The Elizabethan Gardens overlooks Roanoke Sound and is nine miles from the Atlantic coastline in Nags Head. It was established as a tribute to the first English Colonists in the New World - at the site of the original settlement. The ten-acre site has an array of flowering plants, shrubs, and trees. One of the key aspects of The Elizabethan Gardens' mission is to inspire an appreciation of its unique history, gardening, nature and the environment. This is achieved by providing educational services to students, teachers, and the general public both on-site and off-site. These services include education programs, camps, special events, teacher workshops, volunteer programs, field trips, outreach programs and more.

**Position Description:** The Community Engagement Coordinator supports The Elizabethan Gardens' communication, partnership, and fundraising initiatives under the direction of the Executive Director. This role will help cultivate and manage the public's perception and awareness of The Elizabethan Gardens through various media outlets including, but not limited to, print, website, social media, television and radio.

**Essential Functions:**

1. Creates, implements and continuously evaluates marketing and communications plans. Link specific tasks/marketing plans to events and initiatives. Maintain oversight and directional planning of key marketing and communications plans. Ensure consistency in messaging.
2. Monitor, evaluate and report on progress and success of marketing and communications plans.
3. Supports internal and external communications efforts for various marketing and education initiatives, including creating content for newsletters, e-blasts, website, social media, and press releases, as well as developing recap reports to showcase results.
4. Leads public relations efforts, proactive outreach and building media partnerships. Explores opportunities for new partnerships in the community.
5. Evaluate current digital/audio tour/website experience to identify opportunities for improvement and enhance visitors' experiences on The Elizabethan Gardens' website and on site.



6. Learn from visitors, volunteers and the local community through surveys and outreach to understand perception of the Gardens.
7. Works with the leadership team to continue expanding partnership opportunities with businesses, schools, event sponsors, etc.
8. As a member of the leadership team, meets regularly with the Executive Director and Gardens' Managers to promote collaboration and teamwork on all ongoing programming, special events, nursery & gift shop sales and initiatives ex. annual giving campaigns.

**Required Experience, Abilities, or Knowledge:**

1. One to three years of experience in marketing, communications, or related role.
2. Knowledge of digital engagement tools and nonprofit communications preferred.
3. Strong writing, verbal communication, organization, and creative thinking skills.
4. Knowledge of Microsoft Office and/or Google Workspace tools.
5. Ability to collaborate and work as part of an integrated team.
6. Ability to quickly learn new skills.
7. Creativity and innovation to solve problems and overcome challenges.
8. Demonstrated experience in building strong relationships.
9. Commitment to equity, inclusion, and social justice in driving team and organizational results.

**Minimum Educational Requirements:**

1. Bachelor's Degree with a concentration in Communications or equivalent.

**Working Conditions:** This job description does not include every duty or responsibility that a person in the role may be asked to perform. You will be evaluated in part based upon your performance of the key and secondary accountabilities listed in this job description. Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

**Application Instructions:**

For consideration, email a cover letter and resume to AdminAssistant@[elizabethangardens.org](mailto:AdminAssistant@elizabethangardens.org). Application materials will be accepted by email only. The position will remain open until filled.

The Elizabethan Gardens is an equal opportunity employer.