



3070 M Street, NW  
Washington, DC 20007  
202.888.2037 (main)  
[www.prknetwork.org](http://www.prknetwork.org)

**Job Title: Potomac Volunteer and Outreach Coordinator**

**Organization: Potomac Riverkeeper Network**

**Location:** Hybrid/ Washington, D.C.

**Reports to:** Potomac Riverkeeper

**Type:** Full-Time (40 hours per week; flexible work schedule)

**Compensation:** \$45,000–\$52,000, commensurate with experience

**Availability:** Immediate

**About the Potomac Riverkeeper Network:** The Potomac Riverkeeper Network is a non-profit organization dedicated to protecting and defending the Potomac and Shenandoah Rivers. Our team works diligently to ensure the health and sustainability of this vital waterway, serving as a strong voice for the river and its communities.

At Potomac Riverkeeper Network, we're looking for more than just a person to fill a desk. We're seeking team members who share our passion for healthy rivers and strong communities. If you want to become a part of our team, you will be empowered to work the way you work best. Your voice is important, you'll help shape the role you're in and the future of our organization. From the top down and the bottom up, we're more than just a workplace, we work together, and play to win!

#### **Position Summary:**

Potomac Riverkeeper Network (PRKN) seeks an enthusiastic and highly organized **Potomac Volunteer and Outreach Coordinator** to manage and grow our community science programs, coordinate on-the-water and shoreline cleanup events, support field investigations with Riverkeepers, and build our community engagement events across the Lower Potomac. This position is key to advancing PRKN's mission through grassroots engagement, stewardship coordination, and science-based advocacy.

The ideal candidate will have some relevant experience in volunteer management, environmental science, or campaign coordination through direct work, internships, or volunteer work, as well as a passion for clean water, community engagement, and field-based environmental protection.

## **Responsibilities:**

### **Volunteer Coordination & Event Leadership (70%)**

- Recruit, train, and manage volunteers for a variety of community science and stewardship programs (e.g., bacteria monitoring, river patrols, trash cleanups, microplastics sampling).
- Plan, coordinate, and lead outdoor and on-the-water events, including paddling-based cleanups, shoreline stewardship activities, and community education events.
- Collaborate with staff to develop both community engagement and development/fundraising campaigns
- Develop and deliver volunteer training sessions and materials; support PRKN's lab manager and Staff Scientist, manage field protocols and ensure safety practices.
- Maintain volunteer records, track participation metrics, and evaluate program impact.
- Create and distribute volunteer communications such as newsletters, event announcements, and updates.
- Collaborate with staff and community partners to increase accessibility and engagement, particularly in overburdened and underserved communities.
- Coordinate with community members and volunteers for both tabling and speaking engagements.

### **Water Quality Monitoring, Field Investigations & Data Management (30%)**

- Coordinate and conduct water quality sampling alongside Riverkeepers, including field investigations in response to pollution complaints or known threats.
- Work with the Staff Scientist to oversee and implement bacteria, nutrient, and emerging contaminant monitoring programs.
- Prepare reports, maps, and summaries to support public education, outreach events, advocacy campaigns, and regulatory engagement.
- Assist with grant reporting and program development related to community science and water monitoring initiatives.

## **Qualifications:**

- Bachelor's degree in Environmental Science, Biology, Natural Resources, Public Administration, or a related field (or equivalent work experience).
- **2–5 years** of experience coordinating volunteers, conducting field sampling, or managing environmental programs.
- Familiarity with trash monitoring and shoreline restoration techniques.
- Experience with campaign coordination and public outreach management
- Strong event planning, organizational, and communication skills.
- Comfortable working outdoors in a range of conditions, including on boats or kayaks.
- Ability to work independently and collaboratively in a mission-driven, fast-paced nonprofit.

- Availability for occasional evening and weekend events and regional travel within the Potomac Watershed.
- Valid driver's license and access to a personal vehicle for fieldwork.
- Experience working with underserved or environmental justice communities.
- Bilingual (Spanish/English) skills are a plus.
- Knowledge of Clean Water Act principles, state/federal water quality standards, or environmental enforcement strategies are a plus.
- Paddling or boating experience/certification is a plus.

**Benefits:**

- Health, dental, and vision insurance
- 403(b) retirement plan with employer match
- Generous paid time off and holidays
- Professional development opportunities
- Flexible, supportive, and mission-driven work environment

**Application Process:** To apply, please submit your resume, a cover letter highlighting your relevant skills and experiences, and contact information for three professional references to [apply@prknetwork.org](mailto:apply@prknetwork.org). Please include "Last name-Volunteer and Outreach Coordinator" in the subject line of your email. Applications will be reviewed on a rolling basis.

Note: Only shortlisted candidates will be contacted for an interview. No phone inquiries, please.

The Potomac/Shenandoah watershed is home to 6.1M people and we strive to have our PRKN staff reflect the diversity and vitality that exists within our watershed. We encourage folks to apply even if they do not possess all of the qualifications listed above. Passion, perseverance, grit, and a positive attitude go a long way.