

## **Position Opening: Outreach & Operations Coordinator (Half Time)**

### **Description**

The Outreach and Operations Coordinator conducts marketing and sales communications with current and prospective Viristar clients, and handles day-to-day administrative duties to support successful business operations.

### **Job Responsibilities**

1. Outreach
  - a. Perform marketing and sales functions with current and potential clients
  - b. Design, create and distribute promotional and other content on social media, blog, and elsewhere
  - c. Coordinate advertising campaigns on social media, direct mail and elsewhere
  - d. Organize conference displays and presentations; staff conference booths
  - e. Contribute to design of communications and marketing strategy to drive business activity
2. Operations
  - a. Perform office management duties to include responding to inquiries, purchasing supplies, etc.
  - b. Coordinate special administrative projects (such as language translation, trademark, legal research, etc.)
3. Other
  - a. Participate in strategy and program meetings as applicable
  - b. Support education programming, including class meeting coordination and Zoom tech responsibilities
  - c. Other duties as assigned

### **Qualifications**

1. Excellent written and spoken communication skills, including command of syntax and grammar
2. Excellent attention to detail
3. Experience in communications, outreach, marketing, sales or similar field
4. Competence with technology such as Microsoft Office suite, messaging apps, and video-conferencing
5. Outstanding interpersonal, customer service and organizational skills
6. Experience with design software such as Adobe InDesign, Photoshop, Illustrator preferred
7. Experience with CMS (e.g. WordPress), e-learning (e.g. Moodle) and marketing (e.g. MailChimp) platforms a plus
8. Demonstrated problem-solving and analytical skills
9. Ability to successfully work as team member, multi-task, and work independently
10. Ability to work with minimal supervision, and remotely
11. Capacity to handle significant levels of innovation and ambiguity, such as in start-up and young organizations
12. Eligibility to work in the USA

13. Demonstrated interest in outdoor/experiential education or related fields preferred

**Compensation**

- Salary commensurate with experience; anticipated starting full-time equivalent salary range US \$40,000-45,000 (50% for half-time status)
- Generous medical and dental insurance, holiday, vacation and leave benefits
- Professional purchase program (outdoor gear)
- SIMPLE IRA retirement plan

**Position Type:** Permanent, half-time (20 hours), year-round. Option for full-time position.

**Reports to:** Director

**Location:** Remote, anywhere within the USA. Occasional (~5%) travel to US or international locations anticipated.

**Application Closing Date:** Position open until filled

**Desired Job Start Date:** Immediately

**To Apply:** Email full cover letter expressing your interest and qualifications, writing sample, and resume to [staff@viristar.com](mailto:staff@viristar.com).

**Company Description**

Viristar LLC is based in Seattle, Washington, the traditional land of the Coast Salish people past and present, and provides training and consulting services to outdoor, experiential, adventure and travel-based programs world-wide. Viristar's four service lines are:

1. Risk management consulting and training
2. Business management consulting
3. Program development, including curriculum design
4. Wilderness medicine training

Viristar has provided training and consulting to organizations in over 45 countries on six continents. Principal products are online outdoor risk management training and outdoor program consulting on curriculum and safety topics.

Viristar's staff, currently based in the USA and Asia, work remotely.

More information on the organization can be found at [viristar.com](http://viristar.com).

**Viristar Actively Supports Diversity, Equity and Inclusion**

Viristar values diversity, equity and inclusion. We strongly encourage candidates from traditionally under-represented backgrounds to apply.