



Join our team! As a member of Evergreen Mountain Bike Alliance, you will have the opportunity to work as part of a team in an energetic, productive, and collaborative environment.

Rider Powered!

Evergreen Mountain Bike Alliance, a 501(c)(3) nonprofit, is the nation's largest statewide mountain bike association, representing thousands of riders through eight regional chapters. Evergreen is committed to sustainable recreation, trail maintenance, advocacy, education, volunteerism, and trail building. We are an important partner with public land managers, contributing over 29,000 hours of trail work per year.

Summary of Position

The Community Engagement Manager (C.E.M.) will excite and inform the MTB Community about our trail building, advocacy work, volunteers and staff in order to build support for Evergreen and grow our membership across the state. The C.E.M. primary focus is community engagement through events and volunteer engagement. This include creating social media campaigns, publishing blog articles, building e-newsletters, event coordination (virtual/IRL), volunteer coordination and developing communications across all channels.

Success in this position will require the ability to travel to trailheads, ride trails, plan and participate in events, share info and tell stories with your writing and social media savviness, exceptional customer service and STROKE for the sport of mountain biking!

The primary focus of the position will be to connect Evergreen with the MTB community, it's sponsors, partners and stakeholders. Content will need to be relevant, fun, informative, timely and based on our volunteers, our partners, our projects, our aspirations or our members. Delivery of important updates to members to connect their support with trail projects, build champions on advocacy issues, form MTB policy and boost the local chapter programs is a priority for communications.

Additional priority is placed on developing and attracting a more diverse audience of riders and supporters to build a more welcoming and inclusive environment for all riders in Washington.

Ideal Candidate

The ideal candidate needs to be passionate about Evergreen's **mission and vision** of making Washington State the best place to ride. We are looking for a multi-tasker who loves to work on a diverse set of tasks. Is comfortable working with tight deadlines, has a passion for serving the organization's staff, and the mountain bike community.

In addition, an ideal candidate will have a track record of effective social media management, creative or journalistic writing, community engagement, be full of energy and possess a true passion for connecting with people, being on the trails and mountain biking. Intermediate to advanced skills in Microsoft Office programs, Google suite, and video conferencing platforms is required. Must be able to work independently and as part of a collaborative team in a remote work environment. Reliable transportation for offsite events, outreach, story development and chapter support required.

Key Responsibilities:

Community Engagement Coordinator serves as an internal and external communications customer service point-of-contact for staff, chapters, members, and the community at large.

- Build, and implement an annual communications plan including a multi-channel content calendar to ensure key deadlines are met.

- Generate and maintain content on the Evergreen website and social media platforms.
- Research, write, edit, format, and build newsletters, and blog posts for statewide and chapter distribution.
- Respond or delegate responses to general questions received via email, website, or social media inquiries.
- Manage and edit media submitted by volunteer contributors. Assist Evergreen chapters and staff with communication across their own respective programs.
- Coordinate logistics for statewide events (Virtual Member mtg, Festival, Legislative Day, TAKMBD)
- Participate in events, trailhead tabling, group rides or community events as an Evergreen representative.
- Source and produce images for publication.
- Design graphics for newsletters, social media and other organizational communications.
- Be an informed advocate and represent Evergreen at community meetings, work parties and industry events.
- Work closely with other staff, chapters, members and volunteers while maintaining a high level of professionalism and love for mountain biking!
- Assist in development and implementation of all fundraising campaigns.

Desired Skills:

- Proficiency with Microsoft Office suite and Google Drive/Apps.
- Creative writing, journalism, copy editing.
- Adobe creative suite (Photoshop, Illustrator, InDesign)
- Event management/production
- Social media marketing
- Photography/video
- HTML Coding

As a lean non-profit organization with a small team, additional duties may be assigned beyond what is listed above according to the needs of the organization. Hours are flexible with occasional evening and weekend work. We're looking for a multi-tasker who loves to ride and get his or her hands dirty, thrives in a fast-paced environment with tight deadlines, and has excellent written, multimedia, and oral communication skills.

Evergreen's Commitment to Diversity and Equity

Evergreen is committed to assembling a diverse and talented staff. In part of our goal of fostering an environment that welcomes and embraces diversity, Evergreen does not discriminate on the basis of race, color, creed, religion, national origin, sex, disability, age, veteran status, sexual orientation, gender identity or expression, or marital status. Women, LGBTQIA+ and BIPOC individuals are strongly encouraged to apply. Please visit our website [HERE](#) to learn more about Evergreen's commitment to diversity, equity and inclusion.

Reports to: Yvonne Kraus, Executive Director.

Job Locations: Ability to work remotely or use the Evergreen Headquarters office located in North Bend, WA.

Hours/classification: This is a full-time salaried position requiring some evening and weekend work for activities such as Board and Committee meetings.

Compensation: Starting salary range from \$45,000 - \$55,000, depending on qualifications and experience.

Benefits: Flexible work schedule, paid time off (holiday, vacation sick), option participation in a 401k plan.

To Apply

Click here to apply via google form – Click > [GOOGLE FORM LINK](#)

Please submit a resume and cover letter to the link below. In your cover letter, please describe how your experience, interests, and values are a fit with the position. This position is open until filled. Candidates will be considered as they apply.