



Community Outreach Specialist

April 14, 2025

Organization Background

Founded in 1969, the Missouri Coalition for the Environment (MCE) is Missouri's independent citizens' environmental organization for clean water, clean air, clean energy, and a healthy environment. We envision a future where the people of Missouri, regardless of race, income, or geography, live in and demand a clean, safe, and protected environment, now and for generations to come. We work to achieve this vision through our mission of educating, organizing, and advocating in defense of Missouri's people and their environment.

Our values, listed below, direct the mission-driven activities we undertake to achieve our vision.

Collaboration – We learn from, nurture, and support other organizations and individuals working for environmental justice and protections. We recognize that we are stronger together.

Equity and Inclusion – We are committed to being inclusive in our work with partners, geographies, communities, and one another, and celebrate the contributions of our staff, supporters, partners, and volunteers. We acknowledge historical inequities and make intentional efforts to dismantle racist and other unjust systems.

Integrity – Our actions reflect our vision, our mission, and our values. We commit to continual learning, evaluation, reflection, and growth. The information we provide is accurate, reliable, factual, and science-based.

Sustainability – We are devoted to the environment because people are a part of nature and reliant on its biodiversity, stable climate, and unpolluted habitats for our survival.

Tenacity – We relentlessly champion the protection of Missouri's people and their environment.

For more info about MCE visit www.moenvironment.org.

Position Overview

The Community Outreach Specialist will play an integral role on the Community Outreach team at MCE to expand our community education, organizing, and advocacy efforts in the Springfield and Southwest Missouri region to protect Missouri's people and their environment. This role will be the boots on the ground and point of contact for communities within a two hour drive of Springfield with a special emphasis on low-income communities and communities of color.

This position is part-time, 16 hours per week, position with MCE that reports to the Executive Director. This position will require someone to reside in the Springfield region.

Duties and Responsibilities

- Identify and engage with community organizations and communities that are being affected by environmental harms with a focus on environmental justice and the climate crisis



- Develop and maintain relationships with community groups, individuals, and government agencies in Springfield and Southwest Missouri
- Assist community groups and organizations build their organizational capacity and address their community-identified environmental issues
- Work alongside MCE's policy department to engage communities in advocacy opportunities, including ensuring the community is aware of administrative public comment and legislative advocacy opportunities on issues relevant to the communities
- Work alongside MCE's Executive Director and development staff to expand Springfield area community and philanthropic involvement with MCE, including seeking new membership and e-alert sign ups at public events
- Mobilize communities to connect with elected officials as directed by the policy department
- Develop and implement outreach strategies with MCE's Executive Director and Policy & Strategy Director
- Track the progress and measure the effectiveness of outreach work
- Work occasional evenings and weekends as needed

Required Skills and Abilities

- Strong relationship building skills
- Comfortable with conducting outreach and speaking with diverse populations
- Ability to organize public speaking events as needed
- Basic understanding of policy and advocacy
- Experience with outreach or working with the public
- Excellent written and oral communication skills
- Self-directed and organized to develop and carry out a work plan
- Highly motivated to work with local community groups to advance advocacy strategies
- Demonstrated ability to collaborate with multiple stakeholders to further a shared goal
- Flexible to adjust to changing circumstances and schedules
- Cultural competence in working with MCE members, rural and urban stakeholders, and local community leaders
- Demonstrated ability and effectiveness working with a team
- Valid driver's license, satisfactory driving record, and proof of auto insurance
- Experience with basic computer programs, such as Microsoft Office, Google Apps, and social media applications

Benefits and Compensation

- \$20.19 - \$22.60 per hour
- 176 hours (22 days) of paid time off per year when working 40 hours/week (PTO will be prorated to match the amount of hours worked)
- 15 paid holidays
- 4 weeks of paid parental leave
- 6 weeks of paid short term disability



- Flexible work hours
- Flexible hybrid office/home work environment
- Retirement plan
- Mobile phone stipend
- Professional development opportunities

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran status, disabled status, or genetic information.

To apply, please send a resume to jobs@moenvironment.org with the subject line **Springfield Community Outreach Specialist**. Position will remain open until a qualified applicant is hired.