



Job Opening Announcement

July 22, 2022

Oak Education School Site Coordinator

The Land Conservancy of San Luis Obispo County is pleased to announce a job opening for the position of Oak Education Site Coordinator.

The Oak Education School Site Coordinator supports the Learning Among the Oaks Manager in maintaining and administering the day-to-day operations of The Land Conservancy. The Oak Education School Site Coordinator responsibilities are to: (1) Prepare and deliver school based oak nature hikes; (2) work effectively with school administrators; (3) keep parents informed and promote family participation; (4) Maintain inventory and educational resources; (5) handle light duty stewardship jobs for native landscapes; (6) provide own transportation to LATO school sites; (7) raise LCSLO/LATO visibility and promote support and well-being; (8) Work closely with the Oak Education Manager to ensure accurate and efficient systems are in place to effectively track complex organizational policy and procedures.

The Land Conservancy of San Luis Obispo County is a local, private, non-profit land trust working to conserve and care for the diverse wildlands, farms, and ranches of the Central Coast. We connect people to the land and to each other. The organization is cultivating an environment that embraces and promotes diversity as fundamental to the success of our organization. Bringing people together from different backgrounds, experiences and value systems fosters the innovative and creative thinking that exemplifies our values of cultural and intellectual diversity, mutual respect, civic engagement, and social and environmental responsibility. We strive to create a fun, inspiring, and family-friendly work environment with flexible work hours, a team-oriented structure, and good benefits.

The Oak Education School Site Coordinator will report directly to the Oak Education Manager. This is a full-time (40 hours per week) position, and benefits package that includes 401K plan with company match, Paid Time Off (PTO), and paid holidays. Starting compensation is between **\$21.00 and \$23.00 per hour**. To apply, please visit our website at www.lcslo.org to download the job description and blank application. If you do not have access to the internet, applications may be picked up at our office. Please submit a cover letter, resume, and employment application via email, mail, fax, or in person. Incomplete application packages will **NOT** be considered. The position is open until filled. The Land Conservancy will begin reviewing applications as early as **Monday, August 15, 2022**. The goal is to have the position filled by August 31, 2022. **NO PHONE CALLS PLEASE.**

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