The Land Conservancy of San Luis Obispo County

Community Engagement Coordinator

Job Description

Position Type: Field and Office based, Full-Time (40 hours per week), Non-Exempt
Starting Pay Range: $18.00 to $22.00 per hour
Benefits: Health insurance contribution, opportunity to participate in 401k, Paid Time Off (PTO) and Paid Holidays

Overview

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 strives to create a fun, inspiring, and family–friendly work environment with flexible work hours, a team-oriented structure, and good benefits.

The Community Engagement Coordinator is a full-time position that works closely with The Land Conservancy’s Engagement and Development team to provide education and engagement opportunities to the community and our members and supporters. Additionally, this position aids event coverage in coordination with the Octagon Barn Center Venue Manager. The Community Engagement Coordinator works under the direction of the Community Engagement Director, with frequent collaboration with the Volunteer and Events Coordinator and the OBC Venue Manager.

Essential Duties of the Job

Community Engagement and Outreach – 65%

- Develop and deliver programs to deeply engage Land Conservancy donors and the broader community in our mission to conserve, care for, and connect with the open spaces and agricultural lands of SLO County.
- Oversee guided hike program by developing close relationships with landowner partners to schedule monthly tours of private, conserved properties for our supporters.
- Work with Development Manager to coordinate special hikes and outings for major donors and sponsors.
- Increase visibility and build community awareness through outreach booths at Farmer’s Markets and other community events with a focus on environmental, recreation and DEII initiatives.
- This position is responsible for the set up and teardown of booths, including easy-up, folding tables and chairs at various events.
- Assist Community Engagement Director to ensure that outreach programs and events are represented in Land Conservancy communications - including but not limited to the website, print newsletters, e-news, social media, annual report, and Annual Conservation Reception.
• Design educational and informative signage and flyers for the Pismo Preserve and other LCSLO owned properties or events.
• Track useful data related to accomplishments, impacts, budget needs to facilitate grant applications, fiscal year budget planning, annual report, outreach presentations and partner updates.
• Support other Land Conservancy staff and volunteers in creating educational and interpretive projects.
• This position will be a key staff member at most Land Conservancy internal events.

Youth and Family Program Development and Support – 15%

• Expand youth engagement and outreach beyond our membership by working with groups such as Girl Scouts, Boys and Girls Clubs, and home school groups to develop programming that connects children to nature. Work with the Volunteer Coordinator and other managers to train, support and sustain safe/enjoyable participation of docent and stewardship volunteers to meet program needs.
• Lead coordination of other youth and family-focused events as assigned, such as art shows, World Snake Day, Barn events, etc.

Octagon Barn Center Event Support – 10%

• Work with OBC Venue Manager to provide adequate coverage of events through busy seasons (usually spring and fall). Duties will include coverage of one (1) to two (2) weekend and/or evening events per month from April through October.

Administration – 10%

• Participate in staff meetings, retreats, and related Land Conservancy events.
• Assist in front office greeting people, answering phone calls, and accepting deliveries.

Required Qualifications

Job Skills and Knowledge

• A commitment to the mission of The Land Conservancy: We conserve and care for the diverse wildlands, farms, and ranches of the Central Coast. We connect people to the land and to each other.
• Self-motivated, creative and highly interested in engaging people in exploring and caring for nature.
• Excellent organizational and interpersonal skills, including oral and written communications.
• Ability to work effectively with others to achieve shared goals; The Land Conservancy is a highly collaborative organization involving multiple, varied partners and volunteers.
• Ability to motivate, inspire and bring out the best in volunteers, staff and partners.
• Proficient with computer programs including Microsoft Word, Excel, and Outlook, and web-development applications.
• Available on a regular basis five days/week, works in accordance with regular work schedule.
• Frequent weekend and evening availability required.
• Able to work independently without regular supervision.
Preferred Qualifications

- Coursework and/or bachelor’s degree in biology, ecology, science education, ecology based environmental education, natural science, or related discipline is encouraged.
- Familiarity with Adobe creative suite or Canva a plus.
- Experience working as a volunteer or staff for an outdoor education program or environmental non-profit.

General Duties

- Provide own transportation to the Land Conservancy office (1137 Pacific St., Suite A, San Luis Obispo, CA 93401), Fleet vehicle or mileage reimbursement will be available for trips to remote event locations.
- Be mindful of personnel policies and procedures.
- Be respectful and professional; avoid behavior that would interfere with the work of others.
- Maintain a professional separation between work and personal activities.
- Maintain positive attitude related to the job functions.
- Take direction from supervisor; implement suggested changes in the job functions and procedures in a prompt and respectful manner.
- Identify problems and suggest solutions.
- Be conscious of safety hazards and report issues to supervisor immediately.
- Maintain work, storage and event spaces in a safe and organized condition.

Physical Job Requirements

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. "F" for frequently; "O" for occasionally; "N" for not at all.

Physical

On the job the employee must:

- (F) Bend
- (F) Sit
- (F) Squat
- (F) Stand
- (O) Crawl
- (F) Walk
- (O) Climb
- (O) Push/Pull
- (F) Kneel
- (F) Handle objects
- (F) Reach above shoulder level
- (F) Use fine finger movements
- (O) Other: Operate power equip.

Must carry/lift loads of:

- (F) Light (up to 25lbs.)
- (O) Moderate (25-50lbs.)
- (O) Heavy (over 50lbs.)

Mental

On the job the employee must be able to:

- (F) Read/comprehend
- (F) Write
- (F) Perform calculations
- (F) Communicate orally
- (F) Reason and analyze
- ( ) Other ____________________________

Environmental

On the job the employee:

- (O) Is exposed to excessive noise
(O) Is around moving machinery

(O) Is exposed to marked changes in temperature and/or humidity

(O) Is exposed to dust, fumes, gases

(O) Drives motorized equipment

(N) Works in confined quarters

(N) Other: Works with chemicals including toxic glues and herbicide

Community Engagement Coordinator

Date

Community Engagement Director

Date