



## Community Engagement Coordinator Position Description

**Location:** Bremerton, WA  
**Salary:** \$50,000 to \$53,000 commensurate with experience  
**Benefits:** Health insurance, retirement, 15 days/year vacation, 12 days/year personal leave, and 12 holidays/year  
**Job Status:** Full-Time (40 hours/week)  
**Reports To:** Community Engagement Manager  
**Closing Date:** Open until filled

### Great Peninsula Conservancy

Great Peninsula Conservancy (GPC) is an accredited nonprofit land trust dedicated to acquiring and stewarding ecologically valuable lands in west Puget Sound, Washington. GPC has preserved over 11,500 acres of forests, salmon streams, shorelines, and community greenspaces, helping wildlife and people thrive. GPC is committed to creating inclusive environments and equitable opportunities within our organization, the conservation movement, and in the great outdoors. Come join a dynamic team dedicated to protecting wildlife habitat and connecting people with nature.

### Position Description:

The Community Engagement Coordinator is an enthusiastic conservationist who inspires people to be part of a community that cares for the land. Under the guidance of the Community Engagement Manager, the Coordinator will create education, outreach, and event opportunities that reflect GPC's conservation values and commitment to Diversity, Equity and Inclusivity. The Community Engagement Coordinator will support a wide variety of engagement-based projects under the umbrella of GPC's conservation mission. The applicant with the right fit for the position must be able to work well in a fast-paced environment across multiple teams. The individual who is team-oriented, loves learning, and is excited to share the story of local conservation with both youth and adult audiences will thrive as GPC's Community Engagement Coordinator!

The Community Engagement Coordinator will play an integral role in the development and implementation of GPC's Land Labs program, a conservation education program designed to empower the next generation of environmental decision makers by introducing them to real-world science and stewardship opportunities on protected lands. To be successful, the coordinator must be someone willing and excited to create, problem-solve, and grow the Land Labs team of GPC staff, AmeriCorps Fellows, and volunteers. In preparation for a Land Labs' season, the coordinator will write and edit standards-based and culturally responsive curriculum, coordinate field experiences, foster relationships with teachers, schools, and stakeholders, recruit, train, and coordinate volunteer educators, develop surveys to track program impacts, and mentor GPC's Conservation Education Fellows (AmeriCorps VISTA members who serve at GPC for one year).

The Community Engagement Coordinator will work also closely with the Community Engagement Manager to schedule and implement an annual program of community engagement and outreach opportunities including Walk and Talks, community science outings, outreach events, community stewardship work parties, and ribbon-cuttings. The coordinator will assist with GPC's annual fundraiser and major donor events. Responsibilities will include design and communications tasks including event marketing, event flyer design, and creation of online sign-up forms. The Community Engagement Coordinator will support the work of local conservation partners and serve as a GPC representative both in the planning and implementation of events such as Kitsap Salmon Tours, Salmon in the Classroom, and at meetings of Kitsap Environmental Education Programs (KEEP). As is the nature of events and outreach positions, some weekend and evening hours will be required.

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**Responsibilities:**

*Education Programs (60%)*

- Assist Community Engagement Manager with all work related to the coordination and implementation of GPC's youth education program, Land Labs.
- Write and edit Land Labs curriculum that aligns with Washington State Science Learning Standards.
- Coordinate and implement Land Labs training opportunities for staff, AmeriCorps Fellows, and volunteers.
- Coordinate Land Labs field experience logistics (transportation, supply purchases, meals, facilities).
- Coordinate Land Labs volunteer educators (recruitment, background checks, volunteer trainings, scheduling).
- Coordinate with Land Labs partners and participants (welcome packets, liability waivers).
- Organize and monitor Land Lab supplies (snacks, outdoor gear, education equipment, community science tools).
- Record metrics to be used for evaluation of all education programs.
- Steward relationships with local schools, community partners, and stakeholders.
- Mentor GPC's Conservation Education Fellows (AmeriCorps VISTA members).
- Other duties as assigned.

*Outreach and Events (40%)*

- Assist the Community Engagement Manager with developing, promoting, and executing GPC's annual event schedule (Walk and Talks, community science offerings, outreach presentations, and community stewardship).
- Assist as needed with duties related to annual fundraising and major donor events.
- Assist as needed with duties related to coordination of outreach and event volunteers.
- Assist as needed in creating communication and design pieces showcasing GPC's education, outreach, and event successes.
- Develop event marketing and management collateral (event web pages, event sign-ups, event interest forms, and event surveys).
- Represent GPC at community partner events as schedule allows.
- Organize and monitor GPC's outreach and event supplies (pamphlets, maps, posters, giveaways).
- Communicate the mission of the education programs to prospective donors, grantors, and partners.
- Steward inclusive and reciprocal relationships with partners and communities reflecting the diversity of our working region.
- Other duties as assigned.

**Qualifications:**

- Ability to pass a background check.
- Valid, insurable driver's license/record and access to a personal vehicle.
- Bachelor's degree (education, science, environmental studies, multidisciplinary studies, or relevant field).
- Three years of experience in education (environmental, outdoor, or science education), non-profit work, conservation work, event planning, volunteer coordination, or outreach coordination.
- Ability to perform physically challenging work outdoors and in all weather conditions on uneven terrain.
- Ability and willingness to work some non-standard hours for events, including evenings, weekends, and holidays.
- Competency using Microsoft Office Suite including Word, PowerPoint, Excel, and Outlook.
- A passion for conservation and commitment to the mission, values, and goals of Great Peninsula Conservancy.

**Preferred Experience:**

- Experience teaching (K-12 students and/or adult learners).
- Experience in curriculum development and familiarity with Washington State Science Learning Standards.
- Experience working with and leading groups in outdoor settings.
- Experience in event planning and coordination.
- Experience coordinating volunteers.

## **Community Engagement Coordinator**

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- Experience coordinating community science opportunities.
- Experience in or willingness to learn basic graphic design.
- Familiarity with digital tools such as WordPress, Canva, and CRM database.

### **Skills:**

- Ability to work independently and as part of a team.
- Ability to cultivate positive relationships.
- Ability to communicate clearly, both verbally and in writing.
- Organized, detailed, and able to prioritize and manage multiple tasks.

### **Application Deadline**

Open until filled. Anticipated start date is September 1<sup>st</sup>, 2023.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every qualification. At Great Peninsula Conservancy, we are dedicated to building a diverse and inclusive workplace. If you are interested in this role, but your experience does not check all the boxes, we encourage you to go ahead and apply. You may be the right candidate for this or another role in our organization.

### **To Apply**

Email your resume and cover letter to Administrative Manager Michelle Graves at [Michelle@greatpeninsula.org](mailto:Michelle@greatpeninsula.org).