



## Community Engagement Coordinator Position Description

**Location:** Bremerton, WA  
**Salary:** \$50,000 - \$53,000 DOE  
**Benefits:** Health insurance, life 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 11,800 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 volunteer, outreach, and education 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, resilient, and excited to share the story of local conservation with both youth and adult audiences will thrive as GPC's Community Engagement Coordinator.

With guidance from the Community Engagement Manager, the Community Engagement Coordinator will continue to build select branches of GPC's volunteer program, including: a community of Land Labs Volunteer Educators, monthly work party stewardship volunteers, outreach volunteers, community science volunteers, and urban trail volunteers. The Community Engagement Coordinator will steward relationships and explore collaborative efforts with local partners and volunteer-based groups whose missions align with those of GPC's, including: Hansville Greenway Association, Friends of Miller Bay, and local Tribes. In particular, the Community Engagement Coordinator will focus energy on raising community interest and volunteer support for Clear Creek Trail, an 8-mile-long urban trail system where GPC holds a combination of preserved lands and trail easements. Responsibilities at Clear Creek Trail include volunteer recruitment, communication, and training; volunteer powered trail maintenance and habitat restoration; facilitation of volunteer and partner meetings; coordination of community science offerings; and tracking volunteer program successes.

The Community Engagement Coordinator will work closely with the Community Engagement Manager to schedule and implement an annual program of events and outreach opportunities. In preparation for these events, the Coordinator will create event marketing materials, manage online sign-up forms, and communicate with event attendees. The Community Engagement Coordinator will also support the work of local conservation partners and serve as a GPC representative both in the planning and implementation of events and programs such as Kitsap Salmon Tours, Salmon in

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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.

Alongside the Community Engagement Manager, the Community Engagement Coordinator will also play an integral role in the coordination 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. In preparation for a Land Labs' season, the coordinator will assist in planning Land Labs trainings, coordinate student transportation, foster relationships with teachers, schools, and stakeholders, track program impacts, and mentor GPC's AmeriCorps VISTA fellows (who serve at GPC for one year). While education experience is not required, the Community Engagement Coordinator should be comfortable leading groups of Land Labs students through outdoor education lessons (training provided).

### **Responsibilities:**

#### *Volunteer Coordination (50%)*

- Coordinate Land Labs Volunteer Educators, Clear Creek Trail volunteers, monthly stewardship work party volunteers, outreach and tabling support volunteers, and community science volunteers.
- Work with GPC staff to create volunteer events and opportunities that meet stewardship, outreach, and conservation goals.
- Steward relationships and explore collaborative efforts with local volunteer groups whose missions align with those of GPC's, including: Hansville Greenway Association, Friends of Miller Bay, and local Tribes.
- Organize and lead volunteer events with support from GPC staff.
- Develop training programs, safety guidelines, and protocols for volunteers.
- Organize and maintain volunteer program equipment.
- Develop volunteer recognition opportunities and events.
- Track volunteer hours and accomplishments.

#### *Outreach and Events (25%)*

- Assist the Community Engagement Manager to develop, promote, and execute GPC's annual event schedule (Walk and Talks, community science offerings, outreach presentations, and community stewardship).
- With brand and style guidance from the Communications Manager, develop event collateral (event web pages, event sign-ups, event interest forms, and event surveys).
- Communicate the mission of the education programs to community members.
- Collaborate with community partners to provide events such as Kitsap Salmon Tours, and Salmon in the Classroom.
- Steward inclusive and reciprocal relationships with partners and communities reflecting the diversity of our working region.

#### *Education Programs (20%)*

- Assist Community Engagement Manager with all work related to the coordination and implementation of GPC's youth education program, Land Labs.
- Coordinate and implement Land Labs training opportunities for GPC 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 training, 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).
- Lead student groups during Land Labs field experiences.
- Steward relationships with local schools, community partners, and stakeholders.
- Mentor GPC's AmeriCorps VISTA members.

#### *Other Duties as Assigned (5%)*

**August 23, 2024**

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- As a team-based organization, all staff are expected to assist across teams to move our conservation mission forward.

### Qualifications:

- Ability to pass a background check.
- Valid, insurable driver's license/record and access to a personal vehicle.
- Bachelor's degree (science, environmental studies, multidisciplinary studies, education, or relevant field).
- Two years of experience in volunteer coordination, outreach/event coordination, education (environmental, outdoor, or science education), non-profit work, conservation work, or relevant field.
- 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 coordinating community science opportunities.
- Experience leading groups in outdoor settings.
- Experience working with youth.
- Experience in ecological restoration, land management, trail maintenance, and design.
- Experience with or willingness to learn how to safely use power tools and equipment such as weed whackers, brush hogs, and chain saws.

### Skills:

- Ability to work independently and as part of a team.
- Ability to problem-solve.
- 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 in October 2024.

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 Operations Manager Michelle Graves at [Michelle@greatpeninsula.org](mailto:Michelle@greatpeninsula.org).