



## Community Engagement Coordinator Position Description

**Title:** Community Engagement Coordinator

**Supervisor:** Director of Operations

**Employment:** Full Time Exempt, 35 hours per week

**Salary range:** \$43,000-\$50,000

**Benefits:** Health insurance, retirement contribution, etc.

### Overview

ClearWater Conservancy is a hardworking land trust and conservation organization nestled in the heart of central Pennsylvania. Since 1980, ClearWater has worked to improve and protect the natural resources of Central Pennsylvania for all through land conservation, water resource protection, and environmental outreach to the community. We are an accredited land trust having protected nearly 10,000 acres of land and water, restored more than 200 acres of streamside forests along more than 120,000 linear feet of stream corridors. We engage thousands of people each year through outdoor adventures. Learn more about our work at [www.clearwaterconservancy.org](http://www.clearwaterconservancy.org). ClearWater strives to create a fun, inspiring, and family-friendly work environment with flexible work hours and a team-oriented structure.

### Job Summary:

The Community Engagement Coordinator will lead, grow and support our community engagement programs and events. They will coordinate events while helping maintain and improve processes and databases to recruit, train and manage volunteers. Successful candidates will have both conservation/stewardship and volunteer/outreach engagement experience while being an outgoing and focused leader to represent ClearWater in the community.

### Job Responsibilities

The Community Engagement Coordinator develops and leads education and outreach opportunities to increase the visibility of ClearWater and engage communities in our conservation work.

In concert with the Director of Operations and volunteer committees, the coordinator will work to implement Golf-Fest, Art & Chocolate, ClearWater's Annual meeting, Watershed Cleanup Day and Centre Gives.

This position will help track, support, and communicate with our volunteers to ensure community engagement with all our programs and events.

This position reports directly to the Director of Operations. This position will also work closely with conservation and Centred Outdoors staffs needing volunteer assistance.

Responsibilities include, but are not limited to:

- Ensure that the reputation of ClearWater Conservancy is always reflected in a style that is positive and consistent with the mission of the organization.
- Cultivates a strong volunteer constituency. Leads the recruitment, training, mobilization and recognition of volunteers.



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- Track the organization's volunteer needs across various programs, including riparian buffer stewards, Centred Outdoors, Watershed Cleanup Day and more
- Engage supporters in meaningful work by not only scheduling but also creating opportunities to engage volunteers in conservation work
- Schedule volunteers for specific activities and communicate effectively with staff and volunteers
- Maintain volunteer database, working with director of operations
- Coordinate volunteer retention and recognition programs, including but not limited to awards at ClearWater's Annual Meeting each fall
- Coordinate PA Master Naturalist training course with assistance from director of operations.
- Assist with event planning and execution (Art & Chocolate, Golf-Fest, Annual Meeting and Watershed Cleanup Day, plus other one-off events as needed).
- Proactively establishes and maintains community partnerships to cultivate a community-wide conservation ethic, create opportunities for education, and build connections between the community and land.
- Works with ED to develop an organizational education and outreach strategy.
- Represents ClearWater at various public outreach events, educational initiatives, and other activities.
- Assists with overall efforts to promote and sustain the organization, including occasional work in support of membership outreach and fundraising.
- Work closely with staff, volunteers and board in support of conservation projects and to foster a welcoming and respected community institution.

#### **Professional Qualifications**

- Experience in education (environmental, outdoor, or science education), non-profit work, conservation work, event planning, volunteer coordination, or outreach coordination.
- Highly developed organizational and time management skills
- Ability to multi-task several projects and competing deadlines and prioritize the most important
- Punctual and efficient; Strict adherence to deadlines
- Meticulous about accuracy, double-checking work often
- Ability to communicate effectively in a variety of ways: written communication, verbal communication, committee meetings, volunteer relationships
- Experience and skills in use of Microsoft Office products. Experience in Salesforce or other CRM helpful.
- Willingness to learn new software
- Outgoing personality that is friendly, compassionate, and professional
- Ability to form strong, positive working relationships with others (staff, volunteers, existing and prospective donors)
- Solution oriented, enjoys solving problems
- Passionate and knowledgeable about natural resource conservation and the environment

#### **Professional Qualifications**

The ideal candidate will be an experienced, dynamic outreach coordinator with a record of innovative thinking, idea development, and program coordination and implementation. 2-3 years of experience in working with event planning/coordination and/or volunteers is preferred. Must be energetic, flexible, collaborative, and proactive; must be a team player and strategic thinker. Ability to multi-task and provide strategic decision making in a team setting. Must be able to work in a small office setting under pressure with good humor and grace. Candidate must have a valid PA driver's license, clean driving record, and a reliable personal vehicle for transportation to and from work, meetings and events. Must be willing to work occasional flexible hours, including some evenings and weekends.

**Application Instructions:** Email cover letter, resume, salary requirements and an example of your writing in one PDF document with your full name in the file name to Maggie Anderson at [maggie@clearwaterconservancy.org](mailto:maggie@clearwaterconservancy.org).

**Equal Employment Opportunity**

ClearWater Conservancy provides equal employment opportunities to all individuals regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, sexual orientation, or disability as set forth by applicable state and federal laws. In addition, laws regarding veteran or military status are observed. This commitment is reflected in all our practices and policies regarding hiring, training, promotions, rates of pay, layoff, and other forms of compensation. All matters relating to employment are based upon ability to perform the job as well as dependability and reliability once hired.