



Rivers & Lands Conservancy

6876 Indiana Ave, Suite J-2

Riverside, CA 92506

Community Programs Coordinator

Part-time Temporary Position

Deadline to Apply: August 17, 2022

Job Announcement: Community Programs Coordinator

Rivers & Lands Conservancy (RLC) connects our community to natural, wild, and open spaces of Southern California through land conservation, stewardship, and education. We are seeking a team-oriented Community Programs Coordinator to join our organization and make a meaningful contribution to conservation through outreach and educational programming. To learn more about our work, visit: <https://riversandlands.org/>

Reports To: Community Programs Manager

Job Summary: The Community Programs Coordinator is a part-time, temporary position (with the potential to become permanent depending on funding). This person is responsible for working with RLC community programs and stewardship staff to plan, coordinate, and implement outdoor education programming, outreach experiences, and community volunteer events. The position will run roughly from September 2022 to August 2023 with approximately 15-20 hours available per week, depending on workload. The job has a flexible schedule, except for planned events, that will be worked by agreement with the Community Programs Manager. Must be available for 1-2 Saturdays per month. The position will include a combination of remote work, office visits as needed, and in-person outreach and education events taking place throughout Riverside and San Bernardino Counties.

Compensation: \$20.00 - \$24.00 per hour depending on experience. Benefits include paid vacation, paid holidays, retirement, and sick time.

To Apply: Send a resume with a cover letter describing how you fulfill the requirements of the job description as a single PDF document to Rachael Hamilton, Community Programs Manager, at rhamilton@riversandlands.org by August 17, 2022. Please use "Community Programs Coordinator – Your Name" as the subject line. Resumes without a cover letter will not be considered. *No phone calls please.* References will be requested of final candidates.

PRINCIPAL JOB RESPONSIBILITIES: The Community Programs Coordinator primarily assists with the planning logistics and implementation of RLC's outdoor education programming, outreach experiences, and community volunteer events. Planning tasks may include creating event flyers, preparing waivers and safety documents, drafting volunteer recruitment emails, managing RSVPs, using social media to promote programs and events, developing learning activities, conducting on-the-ground site checks, and coordinating with program partners and vendors. Implementation tasks will include event set-up, overseeing event participants, volunteers, and students, and co-leading program and event activities as appropriate. Follow-up tasks may include event break-down, tracking measurable outcomes, and assisting with grant reporting. RLC's current outreach and education programs, and related responsibilities, include:

Acorns to Oaks Environmental Education Program

- Prepare and present in-class lessons centered around oak ecology, restoration, and stewardship to 9th grade biology classrooms
- Assist with the development of complementary outdoor learning activities for student field trips to RLC's Cienega Canyon Preserve
- Assist with planning and implementation of student field trips
 - Prepare waivers, flyers, field trip schedule, and other documents to support field trips
 - Coordinate field trip logistics such as ordering lunch, buying supplies, etc.
 - Coordinate with teachers and project partners to facilitate smooth program implementation
 - Co-lead learning activities in coordination with RLC staff

Cienega Canyon Preserve Community Conservation Program

- Work in coordination with RLC staff to plan and implement community outreach and volunteer programming, such as interpretive hikes, nature scavenger hunts, and acorn collection and planting volunteer events

Delhi Sands Dunes Community Conservation Program

- Work in coordination with RLC staff to plan and implement community outreach and volunteer programming, such as interpretive hikes, seed collection, weeding, and trash removal volunteer events
- Assist with presentations on Delhi Sand Dunes habitat in public venues and in schools

Santa Ana River Trust Program

- Work in coordination with RLC staff to plan and implement community outreach and volunteer programming, such as volunteer litter cleanups and native plantings along the Santa Ana River, Santa Ana River Trail, and connecting greenspaces

California Native Plant Community Gardens Program

- Work in coordination with RLC staff to plan and implement community outreach and volunteer events to help establish and maintain community-planted California native gardens in public green spaces

Other responsibilities may include:

- Working with stewardship staff to steward RLC's 56 open space properties including assisting with signage installation, trash cleanup, weeding, planting, watering, mulching, and monitoring
- The Community Programs Coordinator shall also perform additional tasks and duties as assigned by the Community Programs Manager

PREFERRED QUALIFICATIONS:

- BA/BS degree in environmental education, environmental studies, biology, natural resources management, or related curricula, or progress towards a degree with 1-2 years of experience planning and/or carrying out volunteer events and/or educational programs, or similar community outreach experience
- Working knowledge of Microsoft suite of products (Word, Excel, Powerpoint) and online meeting platforms (Zoom, Teams, etc.)
- Experience with Social Media Platforms (Facebook and Instagram)
- Strong oral, written, and presentation skills
- Excellent interpersonal skills
- Experience working with diverse populations
- The ability to multi-task with solid organizational and time-management skills
- Ability to work alone and as part of a highly collaborative team
- Familiarity with California flora and fauna is preferred
- Familiarity with tool safety, such as proper shovel use, and ability to teach proper technique to volunteers
- California Driver's License and acceptable driving record required
- Daily access to a motor vehicle (mileage will be reimbursed at standard IRS rate)
- A strong commitment to the mission of Rivers & Lands Conservancy
- Occasionally required to lift or move objects weighing up to 30 pounds
- Occasionally required to walk/hike in steep and/or rugged terrain and in inclement weather.
- Reside within 75 miles of the Rivers & Lands Conservancy office