Reporting to: Executive Director

Position Summary:
The Community Engagement Coordinator is responsible for a wide range of IRLC programs to include environmental education, lake community engagement, land stewardship and volunteers. This person will assist the Executive Director in fulfilling the mission of the IRLC by developing and implementing public education programs focused on protecting the health of our water and habitats throughout the Indian River watershed. These educational programs will be presented in an environmental context for children, adults, and families throughout the school year and summer and will encourage people to enjoy the recreational benefits of IRLC preserved land as well as promote conservation appreciation and values in the next generation of conservation leaders. Programs currently include Lake Leaders Summits, Annual Water Quality Conference, family oriented community events, children’s environmental education camp, Project WHIRL for teenagers, and guided hikes and paddles. The Community Engagement Coordinator will engage IRLC volunteers for support in programming, to include land stewardship which includes trail maintenance, boundary marking, monitoring and annual reporting. These programs take place at the Indian River Lakes Conservancy preserves or other natural areas throughout our tri-county service area (Jefferson, St. Lawrence and Lewis Counties).

Qualifications:
• Bachelor’s Degree in environmental education, natural history discipline, natural science or environmental studies
• Basic knowledge of local ecology, natural history, landscapes and features
• Knowledge of local and national environmental issues including water and air quality, ecosystem management, and sustainable development
• Must possess an attitude that is flexible and adaptable to changing priorities, new ways of doing business and problem solving
• Pleasant and enthusiastic personality with a passion for the outdoors
• Ability to work well as part of a team as well as individually with minimal supervision
• Experience working and communicating with adults and children in group settings
• Ability to design, implement and execute planned environmental education programs and be innovative and spontaneous to achieve program objectives
• Must possess strong leadership skills with the ability to motivate and encourage others
• Ability to physically work outdoors in a variety of terrain and weather conditions
• Ability to lead school and other groups in hikes in excess of 3 miles
• Willingness to work some evenings and selected weekends and holidays
• Must be tech-savvy with experience and knowledge of Microsoft Office
• Willingness to work some evenings and weekends
• This position requires an individual to have a driver’s license and vehicle, navigate trails, lift and carry up to 20 pounds

Responsibilities:
Volunteer Program
• Develop a volunteer program that nurtures skills, develops interest in the IRLC, and strengthens the bond between volunteers and staff
• Responsible (along with staff) for volunteer recruiting and database entry
• Train, develop, and manage volunteers aligning their available time, skills and interests, and motivations for volunteering to maximize their own experience and impact
• Incorporate volunteer support into IRLC annual work plans to include programs, stewardship events, fundraising events, and administrative functions
• Track volunteer hours and manage volunteer files and database
• Develop ongoing and varied ways of recognizing, celebrating, and thanking volunteers for their contributions
**Watershed Programs (Spring/Summer focus)**

- Serve as Project WHIRL program coordinator by working with partner organizations and community members to create a program that transforms teenagers into lifelong environmental stewards and engaged community members
- Develop a children's nature camp program that builds skills, knowledge, and empowerment for participation in Project WHIRL as teenagers
- Maintain continuous communications with Lake Association leadership to maximize their input and involvement in protecting water quality in our lakes
- Organize, design, and host a quarterly Lake Leaders Summit to educate and facilitate cross talk among Indian River Lake Associations regarding environmental matters
- Design and organize an annual water quality conference, working closely with Lake Associations for input, that is focused on improving water quality, protecting natural habitats, and controlling and preventing invasive species in the Indian River Lakes
- Develop methods to recognize and show appreciation for Lake Associations in their contributions improving water quality, protecting wildlife and habitat, and combating invasive species
- Assist with administrative tasks to include grant applications, implementation, and closeout reporting

**Land Stewardship (Fall/Winter focus)**

- Organize community stewardship days focused on public involvement in improving the condition of IRLC public access preserves
- Train volunteer land stewards to mark and monitor IRLC property boundaries yearly in accordance with Land Trust Alliance (LTA) standards
- Implement conservation management plan recommendations on IRLC parcels
- Update IRLC conservation project list annually annotating property inspection and monitoring dates
- Create and maintain property acquisition binders and monitoring reports in accordance with LTA Standards
- Develop methods to recognize and show appreciation for land stewardship volunteers in their contributions to ensuring our properties are adequately monitored and protected on an annual basis

**Program and Event Coordination**

- Work under the supervision of the Executive Director and in cooperation with other staff in both office and outdoor settings
- Develop program descriptions and press releases in coordination with IRLC Communications Coordinator
- Assist the Executive Director in cultivating donors and assist in organizing and running the Celebration of the Lakes Fundraising dinner and other fundraising events
- Develop seasonal programs that introduce adults and families to the ways we protect and enjoy the natural wonders of our watershed

**Additional Information:**
Location: IRLC's office in Redwood, New York

Send cover letter, resume, and references to James "Wylie" Huffman, Executive Director at jwhuffman@indianriverlakes.org by May 27th, 2022.