



INDIAN RIVER LAKES CONSERVANCY

Community Outreach & Engagement Coordinator

Reporting to: Executive Director

Status: Non-Exempt

Position Summary:

The Community Outreach & Engagement Coordinator is responsible for the planning and implementation of all IRLC programs to include environmental education, lake community engagement, land stewardship, and volunteers. The educational programs are presented in an environmental context for children, adults, and families throughout the school year and summer and 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 engages all IRLC volunteers for support in programming, to include land stewardship (trail maintenance), boundary marking, monitoring and annual reporting. The preserves are located throughout our tri-county service area (Jefferson, St. Lawrence and Lewis Counties).

Qualifications:

- 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
- This position requires an individual to have a driver's license and vehicle, navigate trails, lift and carry up to 20 pounds
- Bachelor's Degree or equivalent in experience, in environmental education, natural history, natural sciences or environmental studies
- Basic knowledge of local ecology, natural history, landscapes and features is helpful
- Knowledge of local and national environmental issues including water and air quality, ecosystem management, and sustainable development is preferred
- Must possess an attitude that is flexible and adaptable to changing priorities, new ways of doing business and problem solving

Responsibilities:

Volunteer Program

- Develop a volunteer program to recruit and retain volunteers, nurtures skills, develops interest in the IRLC, and strengthens the bond between volunteers and staff
- Train, develop, and manage volunteers and 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

Watershed Programs (Spring/Summer focus)

- Serve as Project WHIRL program coordinator by promoting and building enrollment, 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 quarterly 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

Administrative Support

- Assist the Communications and Engagement Coordinator in preparing mailings to include envelope stuffing, labeling, stamping, and bulk mailings executed by the IRLC office

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 April 15th, 2024.