



## THOUSAND ISLANDS LAND TRUST

### JOB DESCRIPTION – Community Engagement Coordinator

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**Background:** The Thousand Islands Land Trust (TILT) is a regional, community-based nonprofit organization founded in 1984 and incorporated as an independent, 501(c)3 organization in 1985.

TILT's mission is to conserve the natural beauty, diverse wildlife habitats, water quality and outdoor recreation opportunities of the Thousand Islands and St. Lawrence River Valley region, for present and future generations. The goal of TILT's work is a greater quality of life, an improved foundation for the economy, and an enhanced environment.

TILT has been accredited by the Land Trust Accreditation Commission since 2009.

**Job Description:** The Community Engagement Coordinator of the Thousand Islands Land Trust (TILT) is a salaried position that is appointed by the Executive Director and reports to the Director of Development & Communications.

The Coordinator is responsible for the development and implementation of education and outreach programs and assists in carrying out the programs adhering to high professional standards, in particular the *Standards and Practices* of the Land Trust Alliance. Outreach and education performed by the Coordinator is designed to build support for land conservation and deepen the organization's overall connection with the communities it serves.

The Community Engagement Coordinator will work up to 40 hours/week to develop, implement, and grow TILT's community programs including events and education programs, guest speakers and land-based activities for all ages.

Tentative start date is May 1<sup>st</sup>.

The responsibilities of the Community Engagement Coordinator include, but are not limited to the following:

#### **Primary Responsibilities**

##### **I. Education & Outreach:**

- Develop, assist, and support TILT's educational/outreach programs, membership activities, and fundraising events.
- Plan, publicize, and execute fundraising, outreach, and appreciation events
- Help develop event budgets, keep track of expenses and income
- Design, implement and grow TILTreks & Talks and KidsTreks Program and plan and coordinate associated activities.
- Design, implement and grow Conservation Connections environmental education program and plan and coordinate associated activities.
- Support the Director of Development & Communications in community relations activities and take the lead in community events that support the understanding of TILT's conservation work.

- Promote awareness through social media, website, print, and other community channels, while assisting in all communication endeavors related to the Land Trust, its mission, and its program offerings.
- Recruit, train, organize and recognize a cadre of volunteers to be involved in TILT's programs.
- Seek professional development opportunities when relevant and appropriate funding is available.

## II. Administration & Board Support:

- Assist with fundraising efforts that support TILT's education and outreach programs.
- Assist Director of Development & Communications and appropriate board committee(s) in developing and carrying out TILT's fundraising program.
- Develop and maintain contact with other community-based organizations to share resources and collaborate on programs wherever possible.
- Work with the Director of Development & Communications to identify and develop grant proposals for environmental education and outreach activities.

### **Required Experience:**

- An earned Bachelor's degree from an accredited institution.
- 3+ years of relevant work experience to include event planning.
- Background in marketing, event planning and/or environmental education.
- Commitment to TILT's mission, principles, values and longevity.
- Knowledge of science, outdoor skills, natural resource systems and the Thousand Islands a plus.
- Enthusiastic, inspiring personality who enjoys working with people; willingness to collaborate as a team with a wide variety of audiences, including staff, volunteers and interns.
- Effective public speaking skills; ability to communicate in an outdoor setting.
- Proficient writing and editing skills; ability to clearly convey information to the general public.
- Strong organizational skills, ability to multitask, adapt to change and interruptions, work independently and self-manage, and to prioritize effectively for maximum efficiency.
- Excellent computer skills; must be familiar with Microsoft Office Suite, including Word and Excel. Database management, social media and electronic newsletter experience preferred.
- Ability to work occasional evenings and weekends, per TILTreks & Events schedule.
- Graphic design background and professional experience with Adobe Creative Suite a plus.
- Valid driver's license and good driving record are required

### **Working Conditions:**

The Community Engagement Coordinator will work indoors at the TILT office and outdoors during TILTreks & Events. Activities will occur on varied terrain and in variable weather conditions. Knowledge of the St. Lawrence River and boating experience is a plus.

### **To Apply**

**Applications are due by April 15<sup>th</sup>, but will be reviewed as received.** Applications will not be reviewed without a cover letter describing your interest and qualifications. Applications should include your

resume and three references. Please send to TILT's Executive Director, Jake Tibbles, at [jtibbles@tilandtrust.org](mailto:jtibbles@tilandtrust.org).

In order to expedite the internal sorting and reviewing process, please write your name (Last, First - Coordinator) as the only contents in the subject line of your e-mail. More information about the Thousand Islands Land Trust may be found at - [TILandTrust.org](http://TILandTrust.org). No phone calls or faxes, please.

**Additional information:**

Salary – (\$42,000-\$46,500), benefits (health and retirement), sick time, paid holidays and up to three weeks paid vacation.

Administrative Support – The individual in this position must be prepared to handle his/her own correspondence, filing, and record keeping.

Location – TILT's office in Clayton, New York – 135 John Street