



THOUSAND ISLANDS LAND TRUST

JOB DESCRIPTION – Community Engagement Coordinator

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 Community Engagement Coordinator plays a key role in connecting people to the Thousand Islands Land Trust's mission. The Coordinator is responsible for developing and implementing TILT's education, outreach, volunteer, and community engagement programs while adhering to high professional standards of the Land Trust Alliance *Standards and Practices*. Through meaningful experiences, educational programs, events, and hands-on activities, the Coordinator inspires stewardship, builds lasting relationships, and fosters support for land conservation. Working closely with the Director of Development & Communications, the Coordinator helps grow TILT's visibility, strengthen partnerships, and deepen the organization's connection with the communities it serves.

This position is ideal for someone who enjoys bringing people together, creating memorable experiences, sharing conservation stories, and inspiring others to become lifelong supporters and stewards of TILT.

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 September 30th.

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

Primary Responsibilities

I. Community Engagement & Education:

- 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
- Coordinate and continually enhance TILT's signature community programs, including:
 - TILTreks & Talks Programs
 - KidsTreks Programs

- Conservation Connections environmental education program
- Community events and volunteer opportunities
- Create engaging content for social media, the website, email communications, and print materials that highlights TILT's conservation work, educational programming, events, and community impact.
- Recruit, train, coordinate and recognize volunteers who help deliver TILT's educational programs, community events and stewardship initiatives.
- 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.
- Demonstrated passion for conservation, environmental education, or community engagement, and enthusiasm for advancing TILT's mission.
- 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.
- Proficiency with Microsoft Office. Experience with social media platforms, Canva or Adobe Creative Suite, databases/CRM systems, and email marketing platforms is preferred.
- 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 combines office-based work at TILT's office in Clayton with frequent outdoor programming, events, and activities throughout the Thousand Islands region. The Community Engagement Coordinator should enjoy spending time outdoors, engaging with the public, and working in a collaborative, mission-driven environment. Activities will occur on varied terrain and in a wide range of weather conditions. Occasional evening and weekend work is required to support TILTreks, educational programs, community events, and fundraising activities. Knowledge of the St. Lawrence River and boating experience are a plus.

To Apply

Applications are due by September 11th, 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.

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. No phone calls or faxes, please.

Additional information:

Salary – \$44,000-\$48,500 annually, commensurate with experience. TILT offers a competitive benefits package including health insurance, retirement benefits, paid holidays, sick leave, 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