



The **Community Engagement Coordinator** is a full time employee who works under the supervision of the VP of Stewardship within a six-person team. Primary responsibilities include recruiting and engaging volunteers and managing UVLT's community impact programs (food pantry garden and firewood assistance program). Secondary responsibilities shared with the rest of the team include monitoring conservation easements, managing conserved properties and trails, and delivering outdoor programs to engage the public with UVLT's land conservation and stewardship mission.

**LOCATION:** Hanover, New Hampshire

## **Duties, Responsibilities, and Skills**

### **COMMUNITY GARDENS (40%)**

- Plan and implement planting and garden maintenance throughout the season including creating rows and beds, weeding, watering, weed whacking and pest management.
- Manage harvest and transportation of vegetables to community partners for distribution.
- Recruit, train, assign and supervise volunteers for garden workdays.
- With the Vice President for Operations, provide program reports to funders, prepare plans and budgets, assist with grant writing.

### **CORPORATE SERVICE PROGRAM (25%)**

- Manage relationships with local employers interested in providing corporate service experiences for their employees; develop corporate service opportunities to meet the needs of area employers.
- Coordinate scheduling and on-site logistics; plan and obtain needed materials and supplies; provide educational content, supervision and on-site support during the event.
- In coordination with the development and communications team help to cultivate volunteer service base and employers participating in service experiences into strong supporters of UVLT.

### **OUTDOOR EVENTS AND EDUCATIONAL PROGRAMS (20%)**

- Participate with the Stewardship team to plan and manage the calendar of outdoor events, including field experiences and recreational activities; design program content; provide staffing and represent UVLT at events, manage program logistics.
- Assist the communications and fundraising team with pre- and post-event promotion.
- Assist the Vice President for Operations to develop program budgets, oversee contractors and vendors, and evaluate program outcomes.

### **MONITORING CONSERVED LAND (15%)**

- Conduct the annual monitoring of all UVLT easement interests and fee-owned properties (more than 500 and growing), including field visits, trail and campsite maintenance; prepare monitoring reports, and verbal and written communication with landowners; track necessary follow-up and recommendations.
- Recruit, train and assign volunteer Land Stewards and interns to assist in annual property monitoring and related activities.

### **OTHER**

- Represent UVLT at meetings and events; maintain working relationships with other conservation professionals and environmental and recreational organizations.
- Support UVLT trustees and staff, prepare program reports and timelines, participate in strategic discussion and evaluation of programs and policy.

## DESIRED SKILLS AND PROFICIENCIES

- Comfort, desire, and experience working out-of-doors in variable weather conditions.
- Strong interpersonal skills with an ability to use sound judgment.
- Experience with vegetable gardening.
- Experience working with volunteers and/or service groups.
- Demonstrated conflict resolution/mediation skills.
- Working knowledge of Microsoft Office products, including MS Access.
- Experience and comfort utilizing GPS and basic mapping programs.
- Ability to navigate off trail.
- Outdoor educational and event planning experiences preferred.

## GENERAL

All UVLT employees are expected to comply with organizational policies and procedures, observe office protocols and participate in staff meetings, retreats and other internal functions as may be assigned. Guidelines for employee conduct are further described in UVLT's employee handbook.

This job description is a guideline and does not limit the duties that may be assigned by UVLT's president or your supervisor. UVLT's president may revise a job description at any time. UVLT staff positions are non-contractual, and all employees are employed "at will."

This position is open until filled. This is a full-time, non-exempt position. Compensation will be based on qualifications and experience and is expected to range from **\$47,840 to \$52,000 annually (\$23 to \$25 per hour)**. UVLT offers a competitive benefits package, including employer-paid health insurance, life insurance, and a 401(k)-retirement savings plan with employer matching contributions.

The Upper Valley Land Trust is an equal opportunity employer.

To apply, please submit a cover letter and resume to:

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