



# Door County Land Trust

*Protecting Door County's Exceptional Lands and Waters...Forever*

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## Community Conservation Volunteer Coordinator

### Position Description:

The Community Conservation Volunteer Coordinator will assist with building and implementing a land stewardship, research, and conservation education program supported by a volunteer network. This individual will expand and coordinate a diverse volunteer network; participate in land restoration and stewardship efforts, lead nature hikes, and coordinate events across all program areas.

### Responsibilities:

Reporting to the Stewardship Director, this position will:

- Develop, coordinate, and implement mission based environmental engagement programs, including Explore the Door hikes, which inform and excite land trust members and the public regarding the importance of land and water conservation, restoration, and stewardship.
- Implement a citizen science program which supports DCLT preserve land management plans and stewardship needs; examples include nest box monitoring, coastal dune pollinator monitoring, and breeding bird point counts.
- Develop a program to offer research opportunities to local, regional, and statewide academic institutions. Engage students in environmental research through internships and special projects.
- Recruit volunteers across all land trust program areas.
- Work with staff across all program areas to schedule and train volunteers to task and projects as needed.
- Coordinate staff to participate in education, outreach, and citizen science endeavors.
- Manage all volunteer communications in conjunction with the communications and administrative staff and, for consistency, work in tandem with staff where volunteers are engaged in land trust work.
- Administer, track, and generate reports of the volunteer program at DCLT.
- Assist with grant writing efforts to support public engagement-related operational needs in conjunction with all program areas.
- Communicate and participate with Door County's conservation partner network.
- Assist with welcoming visitors to the DCLT office and answer incoming questions via email or phone.
- Other duties as assigned.

**Location:** The position will be based out of the Door County Land Trust office in Sturgeon Bay.

**Start Date:** March 14, 2022 (flexible)



**Work Schedule:**

Full-time, flexible schedule. Attendance at weekend and evening program activities is required outside normal business hours.

**Compensation:**

This is a full-time position. Annual salary commensurate with experience and includes competitive benefits. Health, life, and long-term disability insurance, retirement contributions, and paid vacation and sick time.

**Qualifications:**

- Must have strong organizational skills and attention to detail
- Experience working with and managing volunteers
- Ability to communicate scientific and technical concepts through presentations and writing to a variety of participating audiences
- Strong interpersonal skills, a collaborative attitude in team settings
- Ability to self-start and work independently
- Bachelor's degree in an environmental or natural resources program or a related field AND at least 2 years' relevant work experience, advanced degree and/or additional relevant work experience with a land trust a plus
- Demonstrated skills in project management and coordination training youth, adults, and volunteer networks
- Demonstrated skills in leading project teams
- Experience with grant writing or grant management preferred
- Knowledge of conservation planning, general ecology, and WI natural systems preferred
- Experience with ArcGIS, GPS, and citizen science platforms preferred

**Application Requirements:**

Submit a cover letter, resume, and contact information for at least two professional references by **January 16, 2022**. Interviews will be scheduled beginning the week of **January 24, 2022**.

Submit Application Package as a single pdf file to: [careers@doorcountylandtrust.org](mailto:careers@doorcountylandtrust.org). No phone calls please.