

## Community Conservation Coordinator Position Description



### Overview:

The Door County Land Trust seeks an individual with volunteer management experience and a strong natural resources background to fill a full-time salaried position coordinating a volunteer Community Conservation Program. This is a unique opportunity to engage the Door County community in meaningful natural resource stewardship, environmental education, and ecological research while helping achieve our mission of protecting our land and water.

### Position Description:

The Community Conservation Coordinator reports to the Land Stewardship director and will assist with building and implementing a land stewardship, research, and conservation education program that is supported by a robust volunteer network. This individual will expand and coordinate a diverse network of community volunteers; participate in land restoration and stewardship efforts, coordinate nature hikes, and other public engagement events across all programmatic areas.

### Responsibilities:

- Develop, coordinate, and implement mission-based environmental engagement programs, including *Explore the Door* hikes, which inform and excite land trust members and the broader community regarding the importance of land and water conservation, restoration, and stewardship.
- Develop and implement a citizen science program which supports DCLT land management plans and stewardship needs; examples include nest box monitoring, coastal dune pollinator monitoring, and breeding bird/bat point counts.
- Develop a program to host ecological research opportunities with local, regional, and statewide academic institutions. Engage adult students in environmental research through internships and special projects.
- Recruit and train volunteers across all land trust program areas.
- Work with staff across all program areas to schedule and train volunteers that support DCLT land protection tasks 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 metrics and reports for the volunteer program at DCLT.

- Foster positive relationships with Door County's broader conservation agencies and partners.

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

**Start Date:** Jan 2023 (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. The salary range is \$40,000 - \$45,000. 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 audiences
- Strong interpersonal skills and 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, experience with nonprofit volunteer program a plus
- Demonstrated skills in project management and coordination training youth, adults, and volunteer networks
- Demonstrated skills in leading project teams
- 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 **October 14, 2022**.

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

**Door County Land Trust**

*The Door County Land Trust (DCLT) is a 35-year-old non-profit conservation organization whose mission is to preserve and protect Door County's exceptional lands and waters forever. Door County is part of the peninsula that extends 70 miles into Lake Michigan northeast from Green Bay, Wisconsin and includes several islands. It is an extraordinarily beautiful landscape that includes orchards, bays and harbors, boreal and hardwood forests, the Niagara escarpment, and a large internationally recognized wetland area.*

*Since the DCLT's inception in 1986, it has worked to preserve, maintain, and enhance lands that contribute significantly to the scenic beauty, open space, and ecological integrity of Door County. In pursuit of this mission, the organization has earned a reputation as one of the Midwest's premier conservation organizations. It has worked with scores of landowners to protect over 8,800 acres of fields, forests, farmlands, wetlands, and shoreline.*