

# Program Coordinator

## Job Description

### Background

The Sacramento Valley Conservancy (SVC) was established in 1990--the first local land trust in Sacramento County, CA. SVC preserves open space for agricultural, scenic, recreational and habitat purposes. The organization has protected over 17,600 acres of land including regional trail systems, vernal pool preserves & oak woodlands. SVC is governed by a twelve-member Board of Trustees, has five full-time staff, four part-time staff, more than 50 dedicated docents, hundreds of volunteers and various consultants.

### Responsibilities

The Program Coordinator supports and assists the Executive Director, Stewardship Director and the Board of Trustees. The Program Coordinator will oversee recruitment, training and management of volunteers, management of the docent program, and assist with fund raising for annual operations, special programs, and outreach events. The Program Coordinator reports to the Executive Director.

#### **I. ORGANIZATIONAL DEVELOPMENT (10% of time)**

- Assist with donor events to help raise both funds and friends for the Conservancy.
- Coordinate Volunteer Appreciation Cowboy Breakfast and help with Treasures of the Valley, as well as other annual fundraising events.

#### **II. PUBLIC OUTREACH (40% of time)**

- Work with Executive Director and Communications & Marketing Assistant to create press releases, newsletter, social media, and other marketing collateral.
- Support Stewardship team's service project planning, recruitment and execution.
- Cultivate new and existing partners to build the Youth Education & Stewardship program.
- Assist with public outreach activities, including public relations, promotions and special events (major donor functions, member events & tours, booths, and newsletter production), as needed. Represent the Conservancy at appropriate functions upon the request of the Executive Director.
- Coordinate preparation of promotional materials (newsletters, flyers, brochures and educational materials for docent-hiking and field trip program).
- Assist Communications & Marketing Assistant by contributing accurate and updated input for the SVC database.
- Maintain involvement with external organizations and professional groups, as requested by Executive Director.

#### **III. PROGRAM ADMINISTRATION (50% of time)**

- Coordinate, facilitate, and manage the volunteer docent outing program, hiking, equestrian, running, and biking activities. This includes active recruitment and training of volunteers, scheduling, marketing, and management.

- Coordinate and calendar all of the Deer Creek Hills public and contractual uses, in cooperation with Stewardship Manager and Stewardship Director.
- Handle registration and communications as the main point of contact for Deer Creek Hills events and outings, and respond to public inquiries about the preserve.

### **Qualifications**

- Background in public outreach, program management, or outdoor field guide. Generalists with expertise or experience in a variety of these areas will be preferred, as will people with experience with non-profits or land trusts or related outdoor or nature organization.
- A self-starter with a proven track record of achievement.
- Ability to work independently, with high level of integrity and quality.
- Outgoing and friendly personality with the ability to meet new people easily and quickly earn confidence while upholding SVC's safety practices.
- Experience working with volunteer Board of Trustees and committees and/or schools to develop and implement non-profit programs.
- Excellent communication (written and oral) and organizing skills.
- Ability to work among people of diverse backgrounds.
- Willingness to enlist partners organizations and work with volunteers.
- A genuine interest and enthusiasm for private voluntary land conservation.
- Current CPR, AED, First Aid certificate.
- Appreciation of diverse land issues and landowner views.

### **Physical and Mental Work Demands**

- Must be able to hike energetically on uneven terrain and hills while carrying a backpack or hip pack with emergency first aid supplies and water (15-20 lbs)
- Must be able to drive a 4WD vehicle and trailer on dirt roads, including mud, gravel and water crossings.
- Team member with ability to work cooperatively with volunteers, including docents, Board, and other Conservancy staff.
- Must be able to lead a diverse group of volunteers and hikers, including potential emergency response coordination on hikes, like use of a cell phone and emergency first-aid.
- Must be able to ask for donations willingly and enthusiastically.
- Must be able to work Saturdays and some Sundays, especially January-May.

### **Compensation**

**Salary is \$15.00/hour and this is a 50% time position.** Flexible hours and benefits package (includes 403b retirement account, worker's compensation and state disability).

Contact:

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