



## Community Engagement Coordinator

### JOB DESCRIPTION

Reports to:	Executive Director
Status:	Full-Time, salaried non-exempt (35 hours/week)
Salary Range:	\$52,000 - \$57,000
Benefits:	Medical & dental insurance, 401(k) match, paid vacation and sick leave, and 10 paid holidays (including 1 floating holiday)

### POSITION SUMMARY

The **Community Engagement Coordinator** advances JCWC's mission and 10-Year Action Plan by building community stewardship opportunities, ensuring equitable participation, delivering science-based watershed education, and strengthening long-term support for restoration priorities. This role is highly people-facing and programmatic, and serves as a key connective hub across the organization.

---

### AREAS OF RESPONSIBILITY

*(Percentages are approximate and may shift based on organizational needs.)*

#### Project Management (65%)

- Lead planning and implementation of JCWC's largest volunteer events, including the **Watershed Wide Event** and **Johnson Creek Cleanup**.
- Oversee logistics for volunteers, including **Creek Crew Leader Orientation**, registration, site coordination, supplies, safety planning, and communications.
- Collaborate with staff to align volunteer activities with restoration and monitoring priorities.
- Plan and implement volunteer appreciation and recognition events, including the **Volunteer Appreciation Dinner**
- Coordinate **Land Tending** events in partnership with jurisdictional agencies, neighborhood groups, and community partners.
- In partnership with the Leach Botanical Garden, support the **Back 5** program to foster environmental stewardship and workforce development pathways for young people.
- Opportunity to plan and implement additional youth and community education events as funding becomes available.
- Support the Executive Director in Board engagement and stewardship by assisting with new



Board member onboarding, orientation materials, and early engagement.

- Maintain accurate and up-to-date volunteer and contact records in Salesforce, including volunteer hours, locations, and participation data.
- Develop and monitor program budgets and timelines to ensure work is completed on schedule and within approved funding parameters.
- Represent JCWC at community events, partner gatherings, volunteer fairs, and other public engagement opportunities as needed.

### **Fundraising & Grant Support (15%)**

- Collaborate with the Executive Director and staff to develop fundable projects aligned with JCWC's restoration priorities and strategic goals.
- Research and identify relevant public and private funding opportunities in coordination with the Development & Communications Coordinator.
- Provide technical expertise, project design, and program data to support grant development, reporting, and compliance under the coordination of the Development & Communications Manager.
- Support grant reporting by providing program data, outcomes, documentation, and narrative updates as needed.
- Participate in fundraising and donor engagement activities, including attendance and support of the Annual Celebration event.

### **Organizational Direction & Community Engagement (10%)**

- Collaborate with the Executive Director to support implementation and progress tracking of JCWC's 10-Year Action Plan.
- Participate in annual strategic planning retreats with board and staff.
- Support key watershed engagement events, including Volunteer Appreciation Dinner, Watershed Wide, Annual Celebration, Science Symposium, and Johnson Creek Cleanup.
- Build reciprocal relationships with local community members, including Latine communities, local Indigenous communities, Black communities, working-class communities, and others who have historically existed at the margins of local conservation work.
- Develop and strengthen relationships with allied organizations, nonprofits, agencies, government entities, artists, and Tribes to advance long-term watershed goals.
- Provide presentations at partner events and conferences to promote watershed restoration and community engagement.



## **Communications (10%)**

- Collaborate with Development & Communications Coordinator to contribute content for social media, the monthly e-newsletter, bi-annual print newsletter, and website updates.
  - Develop and share program-specific content highlighting community engagement, watershed health, restoration outcomes, stewardship efforts, and partner collaborations.
  - Prepare timely and accurate program updates and materials for the Executive Director to support reporting to the Executive Committee and Board of Directors.
- 

## **REQUIRED QUALIFICATIONS**

- Minimum of two years of experience in community outreach, volunteer coordination, event planning, or environmental education.
- Bachelor's degree in environmental studies, natural resources, biology, or an equivalent combination of related education and relevant experience.
- Excellent written and verbal communication skills, including public speaking and facilitation.
- Demonstrated ability to work effectively with people from diverse backgrounds and communities.
- Strong organizational skills and ability to manage multiple projects and priorities.
- Experience planning and coordinating volunteer or community-based events.
- Comfort with databases and technology; experience with Salesforce or similar CRM systems preferred.
- Valid driver's license and willingness to use a personal vehicle for work-related travel (mileage reimbursed).

## **DESIRED QUALIFICATIONS**

- Fluency in a second language spoken in the watershed.
- Familiarity with watershed, conservation, or community-based nonprofit organizations.
- Grant writing or grant reporting experience.

## **TRANSPORTATION & FIELD WORK REQUIREMENTS**

This position requires a valid driver's license, a clean driving record, and the ability to provide documentation. Willingness and ability to use a personal vehicle for work-related travel is required; mileage reimbursement is provided. JCWC owns a shared staff vehicle that may be available at times. This position includes regular fieldwork in varying weather and terrain.

---



**To Apply**

Send by email a resume and a detailed cover letter that addresses required and desired qualifications to Jennifer Hamilton, Executive Director at [jennifer@jwc.org](mailto:jennifer@jwc.org)

**Applications received by 11:59 p.m. Pacific Time on May 1st** will receive priority consideration. The position will remain open until filled.

Please use PDF files when attaching the cover letter and resume. **No phone calls, please.**