



## **Community Engagement Coordinator**

### **JOB DESCRIPTION**

#### **Definition**

The Community Engagement Coordinator (CEC) is responsible for planning and implementing community engagement opportunities at the Environmental Nature Center and ENC Tucker Wildlife Sanctuary. The CEC will focus on increased community engagement, program development and growth, and access, equity, and inclusion in all of the ENC's education and volunteer programs. The CEC will play a central role in expanding the ENC's relationships with the diverse communities that make up our community, deepen existing partnerships, and develop new collaborations with the goal of increasing program participation and participant diversity. The CEC will also teach outdoor science and social science education programs, encourage students' awareness and appreciation of the environment, broaden students' knowledge of science concepts, and foster students' commitment to the protection of the natural world. The CEC will also staff ENC facilities on weekends as needed. Must be willing and able to commute to both Newport Beach and Silverado, CA. This is a Full-Time position. Pay Range: \$20-24/hour.

**Supervision:** The Community Engagement Coordinator works under the supervision of the Education Director.

#### **Essential Functions/Duties Include but Are Not Limited To:**

1. Teach education programs, including field trips, scout programs, Nature Camps and bEARTHday parties.
  - a. Develop, prepare, and teach curricula for Nature Camp and enrichment programs that emphasize hands-on science activities related to the theme for the given program.
2. Develop and lead highly engaging community programs, aligned with the ENC's mission and approved by the Education Director.
  - a. Refine and expand current offerings, including our highly popular Early Childhood Education programs. Program frequency determined by interest, staff availability and facility calendars.
  - b. Act as main point of contact for public programs, including Tiny Naturalists, Mini Naturalists, Little Naturalists, and others as determined by the Education Director.
  - c. Field emails/calls related to these programs, manage registrations, and send confirmation emails.
  - d. Send surveys to public program participants and utilize feedback as needed.
  - e. Pilot new programs that will engage a more diverse audience.
  - f. Lead and or recruit appropriate staff/consultants to lead community programs at each location on a regular, ongoing basis.
3. Work with the staff Diversity, Equity & Inclusion (DEI) committee to develop tactics to increase outreach to disadvantaged communities to increase participation in ENC programs from those communities.
  - a. Help increase target audience followers through targeted social media posts.
  - b. Foster collaborative relationships with the community, local nonprofit organizations, and businesses. Attend and/or present at community events to cultivate relationships with existing and potential partners.
4. Assist with marketing community programs (including updating the slide show at the front desk, assisting the Assistant Director with mailings, content for the website, email marketing, social media, etc.)
  - a. Increase outreach to marginalized groups and disadvantaged communities to measurably increase participation in community programs, including Internship/Service-Learning programs.
5. During Nature Camp seasons, assist the Education Director with Nature Camp Coordination, including:
  - a. Field calls/emails related to camp. Coordinate with waitlisted families to fill open spaces (ensure they have paid and completed paperwork).
  - b. Camp family communication: assist with registering, when necessary, confirmation emails, weekly newsletters, weekly than yous, and more.
  - c. Assist with grouping campers. Export reports weekly. Make master rosters, sign in, sign out sheets, etc.
  - d. Coordinate the creation of Name Tags weekly. Prep camp t-shirt orders for each week.
6. Help the Education Director train/supervise ENC Naturalists:
  - a. Ensure curricula are taught according to requirements and in consideration of the ENC's mission.

- b. Assist others in developing appropriate student behavior through positive reinforcement strategies.
- c. Help the Education Director perform performance reviews, both oral and written.
- 7. Provide supervision of students at all times for the duration of classes and programs, extending to the release of students to parents. Maintain the highest possible degree of safety.
- 8. Maintain positive communication with participant's parents enrolled in educational programs.
- 9. Maintain positive visitor relations including greeting and answering questions. Ensure that visitors are following the rules of the ENC.
- 10. Assists leadership team in the development and implementation of donor appeals and fundraising events.
- 11. Responsible for notifying the Horticulture Manager of any safety hazards (i.e. fallen trees), and for closing any trail if necessary.
- 12. Additional administrative duties as required, including database management, and follow-up with visitors and program participants.
- 13. Conduct other related duties as assigned (i.e. animal care when required).

### **Qualifications & Requirements**

- 1. Commitment to the mission, vision, and core values of the ENC.
- 2. Ability to work independently with minimal supervision and demonstrate flexibility.
- 3. Knowledge of California's plant and animal life highly desirable.
- 4. Knowledge of California Native Americans and local indigenous people highly desirable.
- 5. Ability or willingness to handle a variety of animals including birds, amphibians, mammals, arthropods, and reptiles.
- 6. Ability to memorize and recall facts, figures, and information.
- 7. Ability to move up to fifty pounds and set up equipment.
- 8. Ability to hike on trails, and traverse stairs and uneven terrain while carrying equipment.
- 9. Ability to make independent decisions and respond to immediate needs of students, emergency situations, and program needs.
- 10. Ability to work outside in a variety of weather conditions and temperatures.
- 11. Regular, reliable, and punctual attendance is essential because of limited resources, costs, productivity, and quality continuity.
- 12. Ability to work irregular hours, including weekends and occasional evenings.
- 13. Ability to interact successfully with supervisors, staff, teachers, parents, and students.
- 14. Computer (Macintosh and Microsoft Office) experience required or willingness to learn.
- 15. Proof of COVID-19 vaccination will be required prior to start date.
- 16. A valid CA Driver's License and reliable transportation to and from work.
- 17. Fingerprinting for a background check will be required.

### **Skill to:**

- 1. Effectively communicate environmental education concepts to students of all ages in indoor and outdoor settings.
- 2. Interact successfully with supervisors, teachers, parents, volunteers, and students.
- 3. Demonstrate an understanding, patient, and receptive attitude toward students of all age groups, including adults, in small as well as large groups.
- 4. Communicate effectively in the English language, in both oral and written forms.
- 5. Understand and carry out oral and written instructions in an independent manner.
- 6. Understand and apply pertinent personnel policies, laws, rules, and regulations.

### **Education, Training, and Experience:**

- 1. Bachelor's degree from a four-year college or university in education or related field is desired.
- 2. 2+ years of experience in project/program coordination is desired.
- 3. 2+ years of experience working with marginalized communities is desired.
- 4. 2+ years of experience working with children in an environmental education setting as an interpreter, naturalist or equivalent. Background strong in thematic, hands-on programs.
- 5. Demonstrated ability to engage communities; motivate, collaborate, and negotiate with diverse individuals and groups; and develop and maintain reciprocal and respectful relationships and partnerships.
- 6. Excellent written and verbal communication skills.
- 7. Strong project management and organizational skills.
- 8. Ability to utilize computers and technology efficiently.
- 9. Current CPR and First Aid Certificates are required within two months of employment.
- 10. Bilingual speaker *highly desirable*: Spanish, Tagalog, Vietnamese, Mandarin, Cantonese, Korean