The Elkhorn Slough Foundation (ESF) is a mature non-profit organization and an accredited Land Trust dedicated to conserving and restoring the Elkhorn Slough and its watershed. ESF works closely with the Elkhorn Slough National Estuarine Research Reserve (ESNERR) and the California Department of Fish and Wildlife (CDFW) to promote the conservation and management of Elkhorn Slough.

The Outreach Coordinator will take the lead in organizing community events, recruiting and managing volunteers to expand our Land Stewards and Outdoor Classroom programs, and serve as an ambassador on behalf of ESF at community events. This position is full-time, and duties will include but are not limited to the following:

**Essential Duties and Functions:**

- Collaborate with staff to broaden community engagement through activities, host public and member events, and facilitate stewardship volunteer projects.
- Manage, maintain, and build new relationships to expand our Outdoor Classroom program to additional Title 1 schools; assist educators with managing elementary and middle-school students during site visits.
- Collaborate with staff to organize and coordinate volunteers for land restoration projects. This includes scheduling events, recruiting and managing volunteers, and participating in events.
- Work with development staff to organize and coordinate regular fundraising and community events for friends and donors.
- Collaborate with Reserve staff to manage Artist in Residence program, and collaborate with committee to select at least four artists to visit/stay at Elkhorn Slough each year and participate in a public event.
- Conduct needs assessment to determine how ESF can best partner with neighboring communities, and potentially fill gaps in access to local lands for recreation.
- Attend community events on behalf of ESF, and continue developing ties with regional business community.
- General administrative duties as needed.

**Qualifications:**

- 2+ years of relevant experience in relationship-building, such as community outreach, client services, or a similar field.
- Excellent verbal, written, and interpersonal communication skills; fluency in Spanish is highly desirable for this position.
- Enthusiastic about engaging underserved communities, and interacting with the public.
- Experience in all aspects of event management and volunteer coordination.
- Organized and able to flexibly respond to competing priorities.
- Professional demeanor with a friendly, outgoing personality.

**Requirements:**

- Weekend and evening work required as needed.
- This position requires the following pre-employment screening: successfully fulfilling school district (PVUSD and NMCUSD) requirements for work with K-12 students including a background check, fingerprinting and TB Test.
- Must hold a valid California Driver’s license and have a good driving record with a minimum of 3 years of driving experience.

**Benefits Include:** health, dental, vision, 403(b) retirement plan
To apply please upload cover letter and resume using the link on this page.

_Elkhorn Slough Foundation is an equal opportunity employer._