



Elkhorn Slough is an extraordinarily rich tidal wetland located at the geographic center of the Monterey Bay shoreline on the central California coast. The Elkhorn Slough Foundation (ESF) is a mature non-profit organization and a nationally accredited Land Trust, dedicated to conserving and restoring the Elkhorn Slough watershed. ESF has directly conserved over 4,200 acres of land to date, and employs 30 people. The Foundation works closely with the California Department of Fish and Wildlife (CDFW) and the National Oceanic and Atmospheric Administration (NOAA) as a partner in the Elkhorn Slough National Estuarine Research Reserve.

Position Summary: Outreach Coordinator

The Outreach Coordinator will be responsible for reviving our public outreach activities, and for exploring new opportunities to engage the community in our mission. Responsibilities will include taking the lead in organizing and managing community events, engaging and working alongside our Volunteer Land Stewards on habitat restoration projects, supporting our Outdoor Classroom program, and serving as an ambassador on behalf of ESF at community events.

Reporting to the Director of Development and Communications, the Outreach Coordinator will also be responsible for conducting a needs assessment with neighboring communities, to help us better determine how we might partner with our neighbors to fill gaps in access to outdoor recreational spaces.

This is a full-time position, and the Elkhorn Slough Foundation offers competitive compensation and benefits. The right candidate will share our commitment to conserving Elkhorn Slough, be eager to roll up their sleeves and work alongside volunteers on the land, and be enthusiastic in engaging the community in our mission.

Essential Duties and Responsibilities

- Collaborate with staff to broaden community engagement by organizing member events, and facilitating regular Volunteer Land Stewardship projects.
- Take the lead in organizing and coordinating our Volunteer Land Stewards program. This includes becoming familiar with land stewardship best practices, scheduling events, and participating alongside volunteers on stewardship projects.
- Support volunteers and educators during monthly site visits of elementary and middle-school students at our Carneros Creek Outdoor Classroom.
- Work with Development staff to organize and coordinate fundraising and community events for donors and supporters.
- Serve as the lead in conducting a community needs assessment to determine how ESF can best partner with neighboring communities, and potentially fill gaps in recreational access to local lands.
- Collaborate with Reserve staff to operate the Artist-in-Residence program, and work with committee to invite at least four artists to visit/stay at Elkhorn Slough each year.
- Serve as ESF's ambassador at community events.
- Collaborate with Reserve staff on shared public outreach objectives and community events.
- General administrative duties as needed.

Candidate Characteristics and Qualifications

- Two or more years of relevant experience in community engagement and relationship-building on behalf of an organization.
- Well-developed interpersonal communication skills that foster cooperation and consensus-building among colleagues and volunteers.
- Fluency and literacy in Spanish is highly desirable for this position.
- Familiarity with land stewardship practices and native flora is desirable; or, if unfamiliar, eagerness and willing to learn.
- Comfortable working alongside volunteers on stewardship projects that involve collecting seed, pulling invasive plants, installing native plants, and other aspects of physical labor outdoors.
- Enthusiastic about engaging under-served communities, and interacting with the public.
- Experience with event management and volunteer coordination.
- Highly-organized and able to flexibly respond to competing priorities.
- Professional demeanor with a friendly, outgoing personality.

Requirements

- Weekend and evening work will often be required for hosting/attending public events.
- This position requires the following pre-employment screening (to be completed after an offer has been extended): successfully fulfilling school district (PVUSD and NMCUSD) requirements for work with K-12 students (background check, finger-printing, TB Test).
- Able to lift 30 lbs. comfortably and safely.
- Given the extent of interaction with the public, we expect candidates to be fully vaccinated and boosted, and able to provide proof of COVID-19 vaccination as a condition for accepting employment.
- Must hold a valid California Driver's license and have a good driving record with a minimum of two years of driving experience.

Compensation

ESF offers a starting salary in the range of \$55,000-\$60,000, commensurate with experience.

Benefits

Elkhorn Slough Foundation offers a competitive benefits package, including employer paid health, dental, and vision benefits, and life insurance. In addition, we offer TIAA 403(b) retirement plan benefits with a 5% employer contribution, a flexible health spending account, paid holidays and sick time, and two weeks' paid vacation.

To apply, click here to upload your resume and cover letter for consideration.

The Elkhorn Slough Foundation is an equal opportunity employer. We encourage individuals from all backgrounds, including BIPOC and LGBTQ+ communities, to apply.