

COMMUNITY ENGAGEMENT COORDINATOR (BILINGUAL) WILDLANDS RESTORATION VOLUNTEERS



Title of Position: COMMUNITY ENGAGEMENT COORDINATOR (BILINGUAL)
Status: Full-Time or Part-Time will be considered
Location: Longmont, CO
Job Announcement Date: Dec. 28, 2021

Wildlands Restoration Volunteers seeks a bilingual Community Engagement Coordinator who is passionate about WRV's mission to heal the land and build community. This position will support WRV in engaging a diverse community of environmental stewards; this position will also support implementation of WRV's Equity and Inclusion Initiative by engaging the Hispanic/Latinx community in Longmont and across the Denver Metro area.

The Community Engagement Coordinator will support a year-round team of experienced staff and will be aided by a large corps of dedicated and inspiring volunteer leaders. Experience with environmental education and ecological restoration is a plus, but on-the-job learning in restoration skills and techniques is also possible. Leadership and technical training opportunities are provided, and staff may attend additional projects that are of interest to them in order to gain additional knowledge and experience.

*Please note: WRV is continuing to allow staff to work from home, although office space will also be provided to all employees.

Required Skills:

- Fluency in Spanish
- Culturally fluent with strong understanding of the needs of Hispanic/Latinx community members
- Understanding of and commitment to diversity, equity, and inclusion best practices
- Experience working and building relationships with diverse communities
- Project management skills
- Computer proficiency, including Microsoft Office
- Willingness to work evenings/weekends as needed – this position will require participation in programming outside of typical working hours
- Able to balance multiple projects and deadlines
- Willingness to communicate and follow COVID-19 and other safety precautions

Desired Skills:

- Experience with environmental or outdoor education
- Experience working with people in nature
- Experience with volunteer engagement or group leadership
- Ability to safely use trucks on uneven terrain.

WILDLANDS RESTORATION VOLUNTEERS

Community Engagement Coordinator

Job Description

The Community Engagement Coordinator will help WRV reach its goal of involving the local community in meaningful outdoor stewardship and environmental education. This position will support implementation of WRV's Inclusiveness Plan, with a focus on providing programming that is accessible to and inclusive of the Hispanic/Latinx community.

Below is a summary of specific responsibilities (percentages are approximate and change seasonally depending on the needs of the organization).

Bilingual Outreach and Engagement (50-75%)

WRV engages thousands of volunteers each year in over 200 restoration, trails, and stewardship projects each year engaging thousands of volunteers. In recent years, we have expanded our bilingual programming to offer projects, trainings, and social activities in Spanish. As the Community Engagement Coordinator, you will take a lead role in growing existing relationships and building new partnerships with the Hispanic/Latinx community. This may include:

- Connecting with partners and community members to identify needs and build relationships
- Develop and implement outdoor stewardship events and activities
- Other activities to ensure that WRV outreach materials are available in Spanish and are available via appropriate outlets (i.e. social media, newsletters, texts, etc.)

This position will involve participating in and running outdoor stewardship events for community members. Most these events will be half-day, weekend activities along the Colorado Front Range. On the job training will be provided. A company vehicle or mileage reimbursement is provided, and food is provided at most events.

Program Support (25-50%)

This role will also serve as support for other project and non-project activities, dependent on relevant experience. Specific duties will be discussed prior to making an offer so that candidates have full knowledge of the position. This may include:

- Maintaining contact information for volunteers and partners in the WRV database
- Managing photos and videos from events for use as marketing materials
- Creating print and/or social media outreach materials
- Attending in-person outreach events
- Carrying out assigned "bundled tasks" that support the smooth running of WRV's entire slate of season projects
- Responding to volunteer inquiries by phone and email
- General administrative and/or facilities support

WRV also runs a paid internship for low-income youth which meets weekly on most Saturdays during the school year (September through April, not including holiday weeks). Preference may be given to candidates who are interested in managing the internship program and have relevant experience working with youth, although others are encouraged to apply. If you are interested in this aspect of the position, please indicate your interest in your application.

APPLICATION PROCESS: Please email your resume and cover letter to jobs@wlr.org. Applications will be reviewed starting February 1st and will continue to be reviewed until all positions are filled.

COMPENSATION: WRV hourly compensation will be \$18.00 - \$21.00 per hour. This is a non-exempt position. Employee will earn overtime pay when they work over 40 hours in a week, or 12 hours in a day. Additional benefits include discounted pro-deals and professional development opportunities. WRV offers employees a competitive benefit package including group health insurance, paid time off, paid holiday time off, and Simple IRA enrollment with up to a 3% match.

COVID-19: WRV's COVID policy requires full vaccination against COVID-19 on your first day of employment. Request for reasonable medical or religious accommodations will be considered.

ABOUT WILDLANDS RESTORATION VOLUNTEERS: WRV is a 501(c)(3) non-profit organization, based in Longmont and Fort Collins, Colorado. WRV connects people with nature and promotes community-based involvement in the care of public lands. We engage volunteers (youth and adults) in a wide variety of hands-on ecological restoration and other land stewardship activities. Volunteers see the positive impact they can have on our public lands and develop a deep love of the places they have helped to heal. As a force for empowering individuals to "make a difference," since 1999, we have completed over 1,350 projects, with over \$14 million of volunteer time contributed toward the stewardship and restoration of Colorado public lands. WRV is committed to providing an inclusive environment for our community. We welcome and value all ideas, experiences, and abilities, and we encourage individuals with diverse perspectives and backgrounds to apply. Before applying for this position, we strongly recommend you visit our website at www.wlr.org.

INCLUSIVENESS STATEMENT: WRV is committed to creating an environment for our community that attracts, supports, and engages all people, regardless of differences in experience, background, access to resources, or historical representation in our work. We welcome and value all ideas, experiences, and abilities, and we encourage individuals with diverse perspectives and backgrounds to apply. We believe that diversity strengthens our community and seek to provide an inclusive environment for all staff and volunteers.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. Selection and retention in this position is contingent on a successful background investigation.

Wildlands Restoration Volunteers does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

WRV will provide reasonable accommodation to applicants with disabilities, where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact WRV directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

PHYSICAL DEMANDS:

- Ability to operate computers, phones, mobile devices and office equipment
- Ability to interact with volunteers, youth, and agency personnel on a daily basis
- Able to work for long periods of time without break
- Ability to sit at a desk for long periods of time
- Must be able to lift a minimum of 50lbs
- Must have a current and valid driver's license and auto for transportation
- Ability to successfully manage multiple, high-priority tasks in a fast-paced environment