

CONNECTICUT
Land Conservation Council

Community Conservation Coordinator

Position Description

Posted 4/17/2023

The Connecticut Land Conservation Council (CLCC) is the umbrella organization for Connecticut's land conservation community including the state's ~130 land trusts. CLCC focuses on building land trust capacity and sustainability, leading a unified voice for public policies that support land conservation, and engaging diverse communities to foster a deep understanding of the benefits and need for land conservation.

Position:	Community Conservation Coordinator
Reports to:	Executive Director
Location:	Middletown, CT with flexibility to work remotely. Office meetings, local travel, and some evening/weekend hours will be required.
Status:	Full-time (40 hours/week) exempt, competitive salary range of \$50,000 to \$57,000 plus benefits.

Position Overview: CLCC seeks a detail-oriented, organized, and enthusiastic professional to join the organization's dynamic and energetic team as CLCC's first Community Conservation Coordinator ("Coordinator"). The Coordinator's primary focus will be initiating, building, and maintaining new partnerships and developing and implementing CLCC's Community Conservation Programs centered around principles of diversity, equity, inclusion and justice (DEIJ) and community-centered conservation (collectively "Community Conservation Programs").

The Coordinator reports to the Executive Director and works closely with the Senior Project Specialist. This position has the potential for professional advancement as the organization continues to grow and respond to the needs of Connecticut's land trusts and their communities.

Principal Responsibilities

1. Community Conservation Programs

In collaboration with the Executive Director, CLCC staff, consultants, and program partners, the Coordinator is responsible for overall development and implementation of CLCC's existing and new Community Conservation Programs. These programs help land trusts build effective partnerships that engage new members of their communities, and create more inclusive, equitable, and diverse organizations.

Related responsibilities include:

- Identify, build, and maintain intentional and authentic partnerships—especially partnerships with diverse constituencies, sectors, and communities not well served or engaged by the land conservation field.
- Coordinate and convene regional discussions, workshops, and field programs (e.g., CLCC's Bird & Hike with Land Trust Program) to foster relationships between land trusts

and other community partners, identify and address community needs, and connect more people to the land and each other.

- Coordinate support, including through delivery of grants, for land trust and community partnerships in implementing community conservation projects locally, regionally, and statewide.
- Support, collaborate, and coordinate with CLCC staff and Board on other programs to leverage expertise and skills, facilitate ongoing learning, and develop messaging that consistently and compellingly communicates CLCC's commitment to this work both internally and externally.

2. Young Conservation Advisory Board and Network

The Coordinator is responsible for developing and implementing a CLCC Young Conservation Advisory Board and Network as part of CLCC's Community Conservation Programs.

Related responsibilities include:

- Identify, build, and maintain a network of young conservation professionals including students interested in pursuing a career in land conservation.
- Coordinate and convene monthly/quarterly networking and professional development events for the network.
- Recruit network members for participation in CLCC programs, including the annual CT Land Conservation Conference, workshops, advocacy, etc.
- Connect network members with land trusts and foster opportunities for more active participation including on land trust boards and committees.
- Support land trusts in expanding opportunities for youth leadership through workshops, template policy development, one-pagers, etc.
- Identify opportunities for land trusts to work with college students through paid internships and hiring of interns/staff through programs like Americorps.

3. Program-Related Communications and Outreach

The Coordinator is responsible for promoting and communicating the impacts of CLCC's Community Conservation Programs to a wide audience that includes and extends beyond the Connecticut land conservation community.

Related responsibilities include:

- Generate and promote content, including blog posts, news items, and press releases regarding CLCC's Community Conservation Programs for CLCC's monthly e-newsletters, website, print materials, and social media.
- Evaluate CLCC's external communications for opportunities to increase accessibility and comprehension from a diverse audience.
- Organize CLCC's presence (through tabling or other outreach) at relevant events around the state.

4. Fundraising and Development

The Coordinator will assist in raising resources to support Community Conservation Program priorities from individuals, foundations, corporations, and government partners.

Related responsibilities include:

- Assist with preparation of program-related grant proposals and reporting.
- Join the Executive Director in meeting with donors.

5. Other Duties as Assigned

The Coordinator will be part of a close-knit staff that prides itself on working as a team and supporting each other and CLCC in furthering individual and collective success. Other duties may be assigned, as needed.

Preferred Qualifications

- Non-profit and/or community organizing, as well as coordinating multiple partners, partners, and service providers.
- Writing, securing, and managing grants, with fulfillment of funding requirements, including budget tracking and reporting.
- Experience in public speaking and leading public education programs.
- Experience in working with diverse communities.

Minimum Qualifications

- BA/BS degree or at least 5 years of experience in related fields (land conservation, environmental protection and/or justice, and/or community organizing).
- Ability to coordinate multiple projects simultaneously and set and meet deadlines.
- Strong organizational skills and attention to detail.
- Experience working effectively both unsupervised and as part of a team.
- Excellent oral and written communication skills.
- Strong computer proficiency and high degree of familiarity and comfort with Microsoft Office, Google Workspace, and social media platforms. Experience with Constant Contact, Wordpress, Canva, and/or photo/video editing software is a plus.
- A passion for land conservation and enthusiasm for CLCC, our programs, and mission.

To apply:

Email your resume, cover letter, and a list of three references, combined in one PDF, to abpaterson@ctconservation.org with the subject line reading "CLCC Community Conservation Coordinator." No phone inquiries, please. Applications will be reviewed starting May 1, 2023 and interviews are conducted on a rolling basis. The position is open until filled.

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The Connecticut Land Conservation Council is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. We strive for a collegial and diverse environment of people who generate innovative ideas and work hard to implement them. Read about our board, staff, mission, and values on our website at www.ctconservation.org