

COMMUNITY ENGAGEMENT COORDINATOR

Grand Prairie Friends (GPF) is a volunteer-driven, not-for-profit, conservation organization and land trust composed of people from many walks of life who share a commitment to preserve and restore natural areas in east-central Illinois.

GPF is searching for a highly organized, creative, sociable and reliable full-time Community Engagement Coordinator. This front-line position serves as the essential link to GPF's dedicated team of volunteers, membership and donors.

Location: While responsibilities include serving all GPF preserves, Warbler Ridge Conservation Area in Charleston, IL is the largest preserve and ~80% of events will occur at this site. Office space is provided at Warbler Ridge however remote office options available for the right candidate. Frequent travel to sites required.

RESPONSIBILITIES

Volunteer Coordination (60%)

Goal: Apply creative, educational and fun methods to recruit, train, retain and appreciate volunteers.

- Facilitate recurring stewardship events to recruit; work in conjunction with land staff to procure/maintain supplies
- Cultivate relationships and communication with volunteers
- Provide recruitment opportunities with a focus on diversity and inclusion
- Manage and organize volunteer waivers, handbook, job descriptions & agreements
- Create volunteer orientations and training for volunteer teams (ridge rovers, site stewards, etc.)
- Solicit annual training opportunities and funding for citizen science volunteers
- Collaborate with community stakeholders (Ex: Master Naturalist, 4-H, scouts)
- Develop & host volunteer appreciation events

EVENTS (20%)

- Collaborate with Executive Director to create public, donor-focused and volunteer programming
- Serve as point person for management of GPF site & facility reservations; submit permits as necessary Coordinate event logistics and serve as general support
- Determine volunteer needs for all events; schedule based on skill and interest
- Solicit in-kind donations and sponsorship opportunities



PRESERVE



RESTORE



PROMOTE



Protecting and restoring the rarest ecosystems on earth

GRANDPRAIRIEFRIENDS.ORG

COMMUNICATIONS (20%)

- Create quarterly E-newsletters for general membership, volunteers and donors Assist with creation of Annual Report magazine
- Create email announcements and press releases
- Submit monthly reports; attend meetings, board meetings, retreats, as needed Support social media, print and TV media efforts
- Maintain volunteer database including tracking of volunteer hours
- Engage in public speaking events as organization representative
- Monitor and evaluate efficiency and effectiveness of volunteer services Assist with maintaining and updating the website

SKILLS & ABILITIES

- Excellent people skills; outgoing personality
- Excellent communication and customer service skills (written and oral)
- Previous personal experience as a volunteer
- Available for occasional evening and weekend work, particularly summer/fall
- Comfortable working year-round in all outdoor conditions
- Demonstrated independent project management experience is necessary
- Understands member-driven focus, values nature and will bring a positive attitude to all situations
- Maintains strong ability to independently manage and prioritize incoming tasks and meet deadlines
- Holds valid Driver's License and reliable transportation
- Preferred: Experience with Google (workspace/ docs) and Microsoft
- Preferred: Proficient in video, donor and marketing software preferred (EX: Mailerlite, WIX, Eventbrite)
- Preferred: Previous work experience with the non-profit environment
- Bonus: Environmental education/ interpretive/ theatre/ public speaking experience
- Bonus: Natural areas management experience including plant identification

Degree, coursework, and/or employment experience in communications, marketing, social sciences, natural resources, environmental sciences, or related field

Salary Range: \$32,500-\$37,500 based on experience

Benefits: Nine paid holidays, Paid Time Off; Clothing allowance; Cell phone reimbursement; Opportunity to participate in SIMPLE IRA with 3% salary match.

Submit Resume and Cover Letter to Sarah@grandprairiefriends.org

Applications reviewed as received so apply today, don't delay!