



## Outings Coordinator (Bilingual) Position Announcement

**Job Title:** Outings Coordinator (Bilingual)  
**Reports to:** Public Programs Manager

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Do you enjoy spending time in nature and sharing the joy of discovery with others? Are you interested in helping educate our communities about nature-based conservation strategies for climate change adaptation? Do you have a passion for creating inclusive outdoor experiences? Then please read on!

Sonoma Land Trust (SLT) is looking for an engaging outdoor leader and educator who is enthusiastic about connecting people with nature conservation through walks, hikes, kayak adventures, and other outdoor activities.

SLT serves a diverse audience with broad cultural heritages, socioeconomic backgrounds, genders, and orientations. We encourage applications from candidates who reflect and value the audiences and populations we serve.

### **Overview**

The Outings Coordinator leads and coordinates walks, hikes, kayak trips, and other outings for Sonoma Land Trust's public outings program in order to increase people's understanding and support of conservation through connection with and experience of the natural world. This position is responsible for ensuring the safety of program participants in remote locations and must exercise critical thinking and clear judgement in unexpected situations. The Outings Coordinator serves as the face of Sonoma Land Trust and interacts with the public on a daily basis. As part of the Community Engagement Department, this position works to increase the Land Trust's reach within the various communities in Sonoma County, in accordance with Sonoma Land Trust's [Diversity, Equity and Inclusion Plan](#) and the current [Strategic Plan](#).

You are encouraged to apply if you:

- Enjoy engaging with the public through outdoor recreation.
- Are enthusiastic about educating people about nature conservation and restoration.
- Are comfortable communicating conversationally in both Spanish and English.

### **Primary Responsibilities**

Coordinate Sonoma Land Trust's public outings program, from scheduling and leading hikes and outdoor activities in English and Spanish, to overseeing outings interns, tracking program metrics, and communicating with program participants. This position interacts with the public as a representative of Sonoma Land Trust on a daily basis. Responsible for the safety and well-being of program participants on the road, on and near water, and on trails in remote locations.

- In collaboration with Public Programs Manager, design and schedule outings, hikes, kayak trips, and virtual hikes for the public and priority audiences.
- Lead, coordinate, and support field activities for hikes, outings, virtual hikes, and kayak trips in Spanish and English.
- Ensure the completion of administrative pre-event and post-event tasks, including creating written outings descriptions in English and Spanish, online registration pages, eNews and promotional

information, A/V setup and support, updating internal calendars, website updates, social media posts, tracking, and surveys.

- Communicate with Spanish- and English-speaking program participants through email, phone calls, and text.
- Manage inventory for hikes, kayak trips, and outreach events.
- Arrange for van rentals, shuttles, and SLT vehicles for field use.
- In partnership with Public Programs Manager, recruit, manage, and train outings interns. Responsible for outings intern scheduling, pre-outings communications, and training and supervision in the field.
- Assist with Language of the Land webinar event production, including communicating with presenters, hosting online programs, and providing A/V support.
- Assist with event production for community events such as Child in the Wild and tabling for other community events.
- Collaborate with Public Programs Manager on strategies for growing participation in public programs by priority audiences.
- Represent SLT through outreach at community events, leading activities, and presenting for community groups, conferences, and workshops.
- Work as part of the Community Engagement department team in furthering SLT's mission and support various SLT programs and events as needed.

### **Essential Qualifications**

- Associate Degree (BA/BS preferred) or a combination of education and equivalent experience in conservation, science, environmental studies, education, communications, or similar focus.
- Written and conversational Spanish language skills.
- Group leadership skills with an eye for safety, the ability to take charge of a group, and solid decision-making skills in remote places with little support.
- Enjoys working in close collaboration with others as well as independently.
- Applies cultural humility and self-reflection to their interactions with colleagues, program participants, and the general public.
- Proficiency with computer applications and office systems.
- Wilderness 1<sup>st</sup> Aid/CPR certification (or willing to obtain).
- Ability to work most weekends and occasional evenings as part of a regular schedule.
- Must be able to hike 6 miles or more per day over steep and rugged terrain and be able to lift and carry up to 50 pounds occasionally.
- Must have a vehicle to use for SLT business, a valid driver's license with a clean driving record, and personal auto insurance.
- Experience or willingness to learn to drive a large 4x4 truck over rough terrain and towing a trailer.
- A passion for conservation and environmental issues.

### **Preferred Skills and Experience**

SLT is open to candidates with diverse backgrounds, experience, and transferrable skills. We are looking for candidates with the following experience OR the ability to develop skills in each of these categories:

- Recreational kayaking and/or instruction
- Long-distance hiking experience/ability
- Wilderness First Responder certification
- Lifeguard or water rescue certification or experience
- Community organizing
- Two years of experience leading groups in the outdoors
- National Association for Interpretation's Certified Interpretive Guide certification
- California Naturalist certification

### **Schedule, Salary & Benefits**

Position is full-time, 40 hours per week, non-exempt. This position is located at the Sonoma Land Trust office in Santa Rosa, California. Staff are working in a hybrid model. Weekends are part of the regular work schedule. Field work is required, occasionally in adverse weather conditions.

Wages starting at \$32.20–\$34/hour commensurate with experience. Benefits include generous employer contributions to medical, dental and vision insurance plans. Employer contribution to retirement plan after 1 year of employment. Paid time off includes 15 paid holidays, paid vacation based on tenure and personal and parental leave in accordance with SLT policies and procedures.

### **Mandated Reporter**

This is mandated reporter designated position. Sonoma Land Trust employees whose duties include direct contact and supervision of children are deemed “mandated reporters” under California law. Mandated reporters have certain specific reporting obligations in the event that they learn about, observe or reasonably suspect that a child has been the victim of abuse or neglect. Sonoma Land Trust provides mandated reporters with training of their rights and obligations under the Child Abuse and Neglect Reporting Act.

### **About Sonoma Land Trust**

Sonoma Land Trust works in alliance with nature to conserve and restore the integrity of the land, with a focus on climate resiliency. The organization is also committed to ensuring more equitable access to the outdoors. Since 1976, the non-profit Land Trust has protected over 58,000 acres of scenic, natural, agricultural and open land for future generations. Sonoma Land Trust is accredited by the Land Trust Accreditation Commission and was the recipient of the 2019 Land Trust Alliance Award of Excellence. For more information, please visit [the Sonoma Land Trust website](#).

We are passionate about building and sustaining an inclusive and equitable working environment that is representative of the communities we serve. We know that having varied perspectives leads to better outcomes to solve the complex problems of conservation, climate change and environmental justice in Sonoma County. And to best serve the people of our community, we are taking the actions outlined in our [Diversity, Equity and Inclusion \(DEI\) Plan](#).

### **To Apply**

Please email your resume and cover letter to [staffing@sonomalandtrust.org](mailto:staffing@sonomalandtrust.org).

### **Sonoma Land Trust is an Equal Opportunity Employer**

We strive to create a diverse and inclusive organization and encourage applicants from all cultures, races, colors, religions, national or regional origins, sexes, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.