



Community Engagement Programs Assistant Position Announcement

Job Title: Community Engagement Programs Assistant
Reports to: Director of Community Engagement and Education

Are you passionate about environmental education, community engagement, and protecting the environment for future generations? Do you enjoy introducing people to the outdoors and fostering deeper connections between communities and nature? Sonoma Land Trust seeks an enthusiastic individual to support our suite of community engagement programs that connect diverse audiences to nature, conservation, and protected lands.

Sonoma Land Trust's community programs serve 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.

You are encouraged to apply if you are:

- Passionate about connecting with the community through nature-based programs
- Enthusiastic about providing environmental education to students in Sonoma County
- Detail oriented and have strong administrative skills

Overview

Under the direction of the Director of Community Engagement and Education, the Community Engagement Program Assistant implements and facilitates educational field trips, field excursions, outreach, engagement programs, and events across all community engagement programs. The position works closely with program managers to assist in the delivery and support of youth, public, intern, and volunteer programs. Additionally, the role provides administrative support for the Southeast Greenway initiative and community engagement efforts.

Primary Responsibilities

Environmental Education and Program Facilitation (70%)

- Assist youth programs staff with in-person classroom visits and field trips to the Sonoma Baylands tidal wetlands or through virtual platforms.
- Facilitate hands-on activities focused on nature, science, and team building.
- Assist in developing and implementing educational activities and curriculum.
- Support workshops, field days, and outings for the teen youth development program.
- Analyze, review, and monitor data input for teen program research.
- Manage educational materials inventory, including organizing, tracking, and preparing resources.
- Provide supervision, mentorship, and leadership to youth program participants using a social-emotional youth development framework.
- Track youth program metrics, participation, and other data points.
- Maintain systems to ensure compliance with youth data and personal information policies.
- Support the implementation of youth safety protocols and ensure all communications adhere to current guidelines.
- Represent the Land Trust at community events by preparing for and staffing outreach events.
- Organize and restock outreach materials.
- Assist with planning and preparing for volunteer workdays and special projects.
- Provide logistical support for departmental events, workshops, meetings, and programs.
- Participate in family and community group hikes and outings as needed.
- Assist with webinar production as needed.
- Safely transport program participants and staff using Land Trust vehicles.
- Build and maintain positive relationships with staff, program participants, and families.

Administration (30%)

- Schedule meetings, coordinate agendas and take meeting notes for Southeast Greenway and other internal meetings.
- Assist project management and tracking through documentation, planning, and quality management.
- Collect and organize materials and background information on various projects and initiatives to support program teams. Accurately track time for grant-related activities.
- Perform other duties as assigned.

Essential Qualifications

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:

- High school diploma required; associate or bachelor's degree or related experience in the sciences, conservation, environmental science, education, recreation, or similar focus highly preferred.
- Education and/or experience with environmental education, public recreation, and/or nature-based programming.
- Background and/or experience in working with youth, including group management, with the ability to connect with young people in the classroom and outside of the school setting.
- Ability to be outgoing, enthusiastic, and motivational with participants and the public.
- An enthusiasm for nature and connecting diverse audiences to the outdoors.
- Able to have positive and professional communication with youth, partner organizations, and colleagues.
- Ability to work independently and collaboratively.
- Ability to work outdoors during inclement weather, hike up to three miles per day over steep and rugged terrain, and lift and carry up to 30 pounds.
- Current certifications in CPR/First Aid training or higher required, or willingness to obtain.
- Competency with computer operations, specifically Microsoft Office Word and Excel, Box and Google Drive in a Windows environment, and familiarity with internet use and video conferencing platforms.
- Ability to work weekends and evenings.
- Ability to work in a hybrid environment; both in office, on the lands, and remotely.
- Must pass the Live Scan fingerprint background check.
- Must have access to transportation and a valid California driver's license.
- A passion for conservation and environmental issues.

Preferred Skills and Experience

- Bilingual in Spanish/English strongly preferred.
- Lifeguard or water safety training certification

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 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 in their rights and obligations under the Child Abuse and Neglect Reporting Act.

Schedule, Salary, and Benefits

This is a regular, full-time, 40 hour per week (non-exempt status) position. The hourly wage for the position is \$23 - \$24 per hour depending on experience and qualifications, including a pay differential for Spanish language proficiency. 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 organizational policies and procedures.

This position is located at the Sonoma Land Trust office in Santa Rosa, California. Staff are working a hybrid model which allows them to work from their home off and SLT's office or in the field. Some fieldwork required as well as evenings and weekend shifts.

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 59,000 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 send a letter introducing yourself and a copy of your resume and contact information as a single .pdf to staffing@sonomalandtrust.org. Please: no phone calls, drop-ins, or paper applications.

Applications will be reviewed on a rolling basis.

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.