



## **The Land Trust for Tennessee**

Position: Community Engagement Coordinator, Full Time

Supervisor: Director of Operations, HR, & Culture

Location: Nashville, TN

## **About The Land Trust for Tennessee**

The Land Trust for Tennessee (“LTTN”) is a statewide, accredited non-profit land conservation organization with offices in Nashville and Chattanooga. Now in its 24th year, LTTN has protected nearly 135,000 acres through over 435 conservation projects across Tennessee. LTTN seeks an energetic professional to join our collaborative staff and our highly-regarded board in this full-time position. The position is based in Nashville and offers an impactful, demanding work opportunity at one of the nation’s premiere conservation organizations.

## **The Opportunity**

The Community Engagement Coordinator develops and leads education and outreach opportunities across the state to increase the visibility of The Land Trust and engage communities in our conservation mission. Educational programs focus on topics related to conservation, agriculture, wildlife, and history, utilizing LTTN’s 64-acre Glen Leven Farm as the foundation for this programming. The ideal candidate will be an experienced, dynamic outreach coordinator with a record of innovative thinking, idea development, and program coordination and implementation. Programming is focused on hands-on, place-based, and experiential learning, as well as furthering partnership and community-building opportunities.

## **Primary Responsibilities**

- Create and coordinate educational and community-building opportunities at Glen Leven Farm that support and enhance the mission of the organization, and create a more diverse audience for LTTN.
- Develop a revenue-generating workshop series with community partners that showcase Glen Leven farm as well as best practices in conservation, habitat enhancement, and land management.
- In coordination with the Director of Development, research and secure funds through new donors, partners, and grant opportunities to support educational opportunities, workshops, and volunteer projects.
- In coordination with other staff, participate in general outreach events such as workshops, conferences, and speaking engagements across the state.
- Assist the Director of Finance in creating and maintaining a detailed budget for education and outreach programs.
- Maintain metrics on the programming outcomes including attendance, revenue, survey feedback, etc.
- Manage the AmeriCorps Conservation Volunteer Project Leader position to help increase LTTN’s volunteer program capacity for Glen Leven Farm. Assist the AmeriCorps member in finding recruitment opportunities, coordinating fulfillment of volunteer needs, and participate in volunteer trainings and day-of volunteer management.
- Serve as point of contact for any community groups, schools, and Glen Leven Farm-specific high school or college LTTN interns.
- Coordinate monthly Community Days at Glen Leven Farm, generating partnership and community involvement opportunities for each month that align with LTTN’s mission, and assist with day-of programming.
- Assist in developing proper signage and other materials for the education and outreach opportunities at Glen Leven Farm.
- Manage and coordinate volunteers to help the Glen Leven Farm Project Manager in the upkeep of the Education Garden, greenhouse, and compost system, making sure they are maintained as a demonstration and learning space.

- Assist the Glen Leven Farm Project Manager in planning and coordinating tours of the Glen Leven house, nature trail, and property.
- Assist the Communications manager with updates to the Education page of the LTTN website, and provide content to promote and share education and outreach opportunities and happenings.
- Assist the Finance & Operations Department with LTTN employee engagement efforts, helping with the staff Culture Committee logistics, volunteer opportunities, and various gatherings and trainings.

### **Desired Skills and Qualifications**

- Bachelor's degree in Environmental Education or a related field, preferred but not required
- Several years of teaching experience, ideally at a variety of grade and age levels
- Place-based curriculum development experience
- Ability to capture and hold the attention of diverse audiences
- Volunteer management and engagement experience
- Proven grant writing experience preferred
- Meaningful experience with farming, conservation, horticulture, and/or history
- Proficient in MS Office
- Project management experience
- Flexibility to work some nights and weekends as required for LTTN events and opportunities

### **Personal Characteristics**

- You enjoy working with all kinds of people.
- You like to both plan and execute projects.
- You multi-task and prioritize assignments well.
- You are a detail-oriented person who also sees the big picture. Please include the code word "perpetuity" in the subject of your application email.
- You work well with a team in a fast-paced environment.
- Desirable personal attributes include: strong work ethic, reliable, energetic, self-motivated, dedicated, team-oriented, charismatic, practical, innovative, adaptable.

### **Benefits**

- Full-time position, working 40 hours per week, with a hybrid work model possible following 90 days of employment. Flexible hours offered based on workload, weather, and events schedule.
- In the first two years of employment, we offer 20 PTO days (10 vacation and 10 sick days) on an accrual basis and 11.5 paid holidays per year.
- Medical and Dental insurance; premiums are covered at 85% for employee and 50% for spouse and family plans. We currently offer a PPO health plan as well as an HSA option. A \$25,000 company-sponsored life insurance policy is provided for each full-time employee. Other voluntary insurance includes vision, additional life, long-term and short-term disability, critical illness, and accident.
- We offer a 403b retirement plan with a match of up to 5% after two years of employment.
- We offer an extremely collaborative, encouraging, and mission-driven team, and provide resources for professional development and continuing education opportunities.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all responsibilities, skills, and abilities. Salary is commensurate with experience. LTTN is an equal opportunity employer.

**Please send resume, cover letter, and salary requirements by February 10<sup>th</sup> to:**

Kayla Noel, [knoel@landtrusttn.org](mailto:knoel@landtrusttn.org)

No phone calls please.