



**Your community, your special places**  
**City · Farms · Woods · Waters**

Job Title: Community Programs Coordinator

Application deadline: Open until filled – Applications will be reviewed beginning March 8th

Genesee Land Trust is seeking a **Community Programs Coordinator** to join its team.

Genesee Land Trust is an equal opportunity employer and committed to a collaborative and inclusive working environment. The Community Programs Coordinator will report to the Director of Conservation Programs; will supervise and support the seasonal staff of the Landscaper Apprentice program; recruit and oversee volunteers and interns; foster existing and build new relationships with community partner organizations and individuals. It is expected that the Community Program Manager will collaborate closely with the Land Stewardship Director and AmeriCorps VISTA Rochester Youth Year members as well as volunteers and partners to expand, enhance and develop community-based programs. The Community Programs Coordinator is a new position.

Genesee Land Trust is dedicated to protecting and caring for natural and working lands of the greater Rochester area to improve quality of life – creating connections to nature, preserving wildlife habitat and conserving family farms.

We are a regional, nonprofit conservation organization serving two counties plus portions of adjacent counties; an area that includes the City of Rochester, adjacent suburban towns, and rural communities along Lake Ontario.

Essential responsibilities:

- Create an annual strategic approach to building our community partnerships and programs in a manner that uses conservation to positively impact lives, connect people to people, and connect people to nature. Programs and partnerships need to extend beyond traditional conservation partners.
- Plan, coordinate, and implement existing community programs connecting people to nature.
  - Coordinate and oversee the summer Landscaper Apprentice program
  - Supervise the summer Urban Fellow
  - Work with Rochester Youth Year VISTA to explore and expand partnerships and relationships within El Camino neighborhood and throughout northeast Rochester
  - Provide Genesee Land Trust leadership for the 5K Walk @ El Camino, Harvest Fest, Day of Caring, Tap it Forward Day and Conkey Cruisers events

- Enhance, expand, and elevate our urban, rural, and suburban programs and partnership work to serve more people throughout the year with programs that focus on building skills and solving community challenges using conservation and the out-of-doors. Identify those who might benefit from stronger partnerships or participation with Genesee Land Trust, our programs, and our protected properties.
- Develop and implement an interesting, and strategic, mix of community programs to connect people to nature, our work and our organization throughout our service area. These programs can range from school field trips, to walks and talks, to work parties, and to crafts and bike rides.
- Work with relevant committees, staff, volunteers, consultants and interns to build the program. Expand a strong volunteer program to include a broader community and connections between participants, Genesee Land Trust, and volunteer program sponsors.

#### Secondary responsibilities:

- Work with Outreach and Membership Manager to develop a successful social media program based on community conservation and activities to engage and connect with more people.
- Assist with obtaining and writing, stories related to those involved in community programs and/or volunteering. Provide quality photographs for the land trust's outreach; ensure program photos receive appropriate permission.
- Assist in identifying and cultivating potential funders, sponsors, partners and participants in a manner that builds trust, enthusiasm for diverse experiences and participation, and greater land trust impact and effectiveness.
- Work closely with staff, board members, volunteers, supporters and community members to build a welcoming and respected community institution; attend board, staff, committee, and community meetings as requested.
- Participate in training and leadership development in order to keep abreast of Land Trust Standards and Practices, nonprofit trends affecting community engagement and how the out-of-doors impacts various sectors in our community, and national trends related to youth leadership programs.

#### General:

- Ability to carry 20 - 30 lbs., traverse uneven terrain, and be outside during the four-seasons of the year.
- Provides an up-beat, friendly, thoughtful, creative, helpful, and engaged presence inside and outside the organization.

- Familiar with the Rochester region and neighborhoods. Comfortable working in urban, suburban, and rural environments.
- Demonstrated learning on the job; fostering a climate of learning and sharing as part of the team.
- Supports the Director of Conservation Programs with related/organizational tasks; participates in organization-wide cultivation and fundraising events, undertakes other duties as assigned.
- Available to work some nights and weekends.

Qualifications:

- Customer service oriented.
- Passion for connecting families and youth with the out of doors.
- Experience working with youth and community members
- Five or more years of work experience or a bachelor's degree in a related field plus two or more years of relevant work experience.
- Ability to relate, communicate and work with a diverse population and understand issues relevant to such population.
- Excellent oral and written communication skills.
- Able to provide own reliable transportation. Valid New York State Driver's License with clean record.
- Competency with Microsoft Office in a Windows environment required; familiarity with different Social Media platforms and Videography a plus
- Prior experience coordinating volunteers a plus

**Salary Range:** \$36,000 - \$40,000

Benefits include limited health care insurance and SIMPLE IRA.

**Location:** Genesee Land Trust office is in Rochester, NY.

Please send letter of interest, resume and three references to:

Gay Mills, Executive Director at [gmills@geneseeandtrust.org](mailto:gmills@geneseeandtrust.org); note "Community Programs Coordinator application" in the subject line.