



COMMUNITY ENGAGEMENT MANAGER

- Location:** On-site in the BYLT office in Grass Valley, CA, with some work-from-home flexibility
- Hours:** Full-time, occasional nights and weekends required
- Reports To:** Development and Communications Director
- Salary:** Non-exempt staff. Hiring target \$17.00-\$20.00/hr, depending on experience. Benefits include employee sponsored Silver PPO Anthem Blue Cross health care plan, supplemental health insurance, technology stipend, generous vacation and paid time off, and 16 holidays per year
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Summary

BYLT is seeking a Community Engagement Manager (CEM) to join our dynamic organization at a pivotal moment of growth. The CEM is a public-facing, community-oriented leader responsible for developing, planning, and implementing a comprehensive community outreach and active engagement program, including BYLT events, volunteer engagement, and a variety of communications to support BLT's mission of land conservation. They work closely and collaboratively with all staff.

Organizational Profile

Bear Yuba Land Trust (BYLT) has been a conservation leader in Nevada and Yuba Counties since 1990. To date, BYLT has protected over 18,000 acres of the region's natural open space, agricultural lands, forests, public trails, and watercourses and has built or maintained 45+ miles of local trails. BYLT actively works with a wide variety of local landowners, as well as local, state, and federal agencies and our local tribal leaders, to conserve important lands and build public trail systems which define and inform the region's core values, economy, and character. BYLT is a 501(c)(3) nonprofit organization accredited by the National Land Trust Accreditation Commission and dedicated to high ethical standards and practices for the fulfillment of its mission with the support of the BYLT Staff, Board of Directors, volunteers, and membership base.

Responsibilities

Community Engagement

- Creates and implements an annual plan for BYLT engagement events and programs for the general public and targeted constituent groups, including underserved populations to increase their connection to trails and open space.
- Identifies strategic opportunities for BYLT to have an expanded presence in the community and engage with the public
- Develops and maintains partnerships with local organizations that benefit BYLT's mission of land conservation

Volunteer Management

- Serves as BYLT's lead staff and primary contact for volunteer management

- Coordinates volunteer needs across the organization and promotes volunteer opportunities to the public
- Recruits, trains, and directs work schedules for volunteers
- Oversees tracking and reporting of volunteer time and creates meaningful recognition for thanking volunteers

Marketing and Communications

- Supports implementation of annual communications plan
- Contributes to BYLT's editorial calendars and creates content for newsletters, reports, eNews, website, social media, campaigns, and event-related materials
- Updates BYLT website in a timely manner
- Supports design and production of trail signs, displays, kiosks, and outreach materials

Management and Administration

- Defines, creates, and manages the resources needed to support successful program outcomes, including staff and volunteer support.
- Develops and manages contractors and volunteers; ensures they are provided the tools, information, and training to be successful
- Compiles data and produces reports relevant to community outreach and engagement
- Other duties as assigned

Preferred Qualifications

Successful candidates will thrive within a small nonprofit office environment and demonstrate a passion for BYLT's mission, conservation and/or outdoor recreation.

Personal qualities and professional capabilities:

- Minimum 3 years of progressively responsible experience in engagement, volunteer management, communications, or outdoor interpretation, preferably in the nonprofit sector
- Strong work ethic with the ability to work collaboratively with a team as well as independently
- Committed to advancing equity, diversity and inclusion
- Excellent presentation, verbal, and written communication skills
- Excellent organizational, planning, time management, and critical thinking skills
- Comfortable updating website content and using databases
- Experience managing social media channels
- Proficiency with graphic design is a plus

To Apply: Please email info@bylt.org with your resume and a cover letter that responds to each of the following questions:

1. What is your experience managing volunteers?
2. What is your experience working with community partners?
3. What is your experience creating content for marketing, social media, and web?

Deadline: Applications will be reviewed on a rolling basis, apply by August 1 for best consideration.

Bear Yuba Land Trust is a family-friendly workplace dedicated to fostering a diverse, inclusive, and respectful environment for all employees. We prohibit unlawful discrimination against applicants and employees on the basis of race, color, religion, gender, gender identity, national origin, age, disability, socio-economic status, sexual orientation, or any other status protected by applicable federal, state, or local law.