



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 \$19.00-22.00/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

Summary

The Community Engagement Manager (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 BYLT'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
- Leads content management and engagement for Family Nature Club

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

Event planning and production

- Oversees planning and event logistics for monthly IN THE FIELD events, NatureFest, and Celebration of Trails, including:
 - Program development
 - Partner coordination and community engagement
 - Event promotion and ticketing
 - Event logistics, staffing, volunteer management
 - Event merchandise
 - Attendee communications and customer service

Marketing and Communications

- Supports implementation of BYLT's annual communications plan
- Supports communication plans for media (radio, newspaper, etc) to promote all events
- Produces monthly e-newsletter to BYLT's volunteers to promote upcoming opportunities
- Updates BYLT website in a timely manner
- Supports design and production of interpretive and outreach materials, trail signs, displays, and kiosks

Management and Administration

- Defines, creates, and manages the resources needed to support successful program outcomes, including staff and volunteer support.
- Compiles data and produces reports relevant to community outreach and engagement
- Other duties as assigned

Minimum 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:

- Excellent organizational, planning, time management, and critical thinking skills

- 3+ years of progressively responsible experience in community engagement and/or volunteer management, preferably in the nonprofit sector
- 2+ years of event production experience
- 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

Preferred Qualifications

- Graphic design experience, Adobe Creative Suite proficiency a plus
- Experience with updating website content and using databases, Wordpress, Salesforce, and Mailchimp
- Experience creating content for social media
- Photography and photo editing experience
- Environmental education or interpretation experience

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

1. What is your experience managing volunteers?
2. What is your community engagement experience?
3. What is your experience producing events?

Deadline: Applications will be reviewed on a rolling basis, apply by March 31 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.