



Job Description August 2018

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| Position: | Engagement Assistant |
| Supervisor: | Engagement Coordinator |
| Committees: | Fundraising and Community Engagement |
| Employment Type: | Full time, non-exempt, hourly |
| Compensation: | Competitive salary based on skills and experience |
| Hours: | 8am-5pm Mon – Fri, with some flexibility; occasional evenings and weekends |

Summary:

The Engagement Assistant reports to and works closely with the Engagement Coordinator and supports the Executive Director. The EA works to uphold the organization's mission and strategic plan through volunteer recruitment, coordination and retention; assisting with Solano Land Trust's outreach and education efforts; supporting implementation of a wide range of public access programs on SLT-owned lands; researching grant opportunities; assisting with grant tracking and reporting; and managing related databases (e.g., Constant Contact). These activities, in turn, support SLT's fund development efforts.

The Engagement Assistant is responsible for the following outcomes:

- Dynamic volunteer recruitment and retention program where volunteers are engaged and appreciated
- Accurate and timely data that informs planning and reporting for volunteer engagement, outreach, education and visitor access programs, as well as fundraising efforts.
- Well-coordinated events and outreach programming
- Identification of potential grant sources that match well to SLT's mission and funding needs
- Effective system for tracking deadlines for grant proposals, deliverables and reports
- Administrative support, including accurate and timely meeting minutes for the Fundraising & Community Engagement Committee

Areas of Responsibility:

- Coordinate Solano Land Trust's volunteer program:
 - Recruit, manage, retain and appreciate hundreds of volunteers for a variety of purposes, including land stewardship, tours, education, outreach, and events.
 - Work with the Engagement Coordinator to create a volunteer recruitment and retention strategy.

- Identify lead volunteers as potential docents.
 - Recruit and engage individuals and groups to actively participate in work days and programs that focus on land management, habitat protection and restoration.
 - Exercise best practices and utilize sound judgement to weigh risk and safety factors to ensure a positive experience for volunteers.
 - Coordinate with staff to determine volunteer needs and potential intern projects. Recruit interns, as requested.
- Coordinate Education and Outreach activities to provide opportunities for adults and children to learn about and appreciate the values of natural resources, working farms, and ranchlands.
 - Support scheduling of activities and programs on SLT lands.
 - Exercise best practices and utilize sound judgement to weigh risk and safety factors to ensure a positive experience for visitors.
 - Support partner management including tracking Property Use Agreements.
 - Create process for collecting and reporting visitor use information.
 - Develop and maintain interpretive signage and exhibits on SLT lands. Keep kiosk information current.
 - Write content, coordinate volunteer photographers and collect video content to share stories of people on the land.
 - Assist with coordinating marketing, outreach, and recreational activities that connect people with SLT properties and raise awareness and comprehension; and deepen conviction and commitment to the organization and its mission. Support marketing and outreach efforts by coordinating or attending tabling/marketing/outreach events.
 - Maintain the events matrix and outreach/engagement calendar and support evaluation of current events and activities for cost-effectiveness and impact.
 - Provide administrative and logistical support to Fundraising and Community Engagement (FACE) Committee, including note-taking.
- Special Events, Campaigns and Grant-seeking
 - Research potential grant sources and share information with other staff on grant guidelines and application deadlines
 - Assist other staff with grant proposals and reporting
 - Help develop and coordinate effective system for tracking deadlines for grant proposals, deliverables and reports
 - Assist with coordinating fundraising, appreciation and cultivation events
 - Provide event correspondence, data entry and production management, and participant and sponsor tracking
 - Assist development team with meeting fundraising goals
 - Collect and manage sponsor logos
 - Use discretion and integrity to safeguard confidential donor information to include contact information and donation history
- Data Management, Reporting, and Systems
 - Track SLT volunteer numbers, volunteer hours, visitor numbers, and event attendance.

- Compile/analyze data for reports to grant funders, the Board and other entities as required (e.g. Lynch Canyon reports to Solano County Parks); and to inform future planning and proposals
- Manage volunteer contact information for SLT
- Maintain spreadsheet of grant opportunities, deadlines and status
- Implement process improvements; maintain standards for data entry
- Manage SLT's photo library

Other duties as assigned

- Back up the Administrative Assistant, including answering phone calls and emails and supporting Rush Ranch reservations
- Maintain professional relationships with staff, Board members, subcommittee members and other stakeholders.
- Use personal auto to conduct business as needed
- Support communications program, including proof reading, posting images and video content and writing articles as requested
- Perform other related work as assigned

SLT's Culture:

Every team member at SLT is considered a **leader** who embraces the role they have been assigned and encourages **colleagues** to be their best through effective **communication, collaboration** and shared **values**. As a small organization, we are **self-starters** and are **flexible** to the ever changing circumstances. We operate from a place of **integrity, trust**, and personal **responsibility** with the goal of representing SLT in a positive way. We have mutual **respect** for one another and use **discretion** in all business dealings and communication.

Position Requirements

Minimum Education, Skills, Experience

- Associate's degree plus two years of applicable experience.
- Volunteer program support experience (recruitment, coordination and communications).
- Previous database experience.
- Grant research and writing experience a plus.
- Candidates must be able to work some evenings and weekends to support events & activities.
- Non-profit experience a plus.
- Positive attitude, calm under pressure and good customer service.
- Ability to be discreet with confidential information.

Knowledge:

- Volunteer recruitment and retention strategies
- General land conservation concepts
- Microsoft Office and Google tools
- Constant Contact (or other email marketing software) and social media platforms
- Experience teaching and/or working with students a plus

- California natural history, flora, and fauna a plus
- Outreach, tabling and marketing strategies

Skills:

- Excellent written and verbal communication
- Prioritizing multiple projects
- Excellent follow-through and follow-up
- Attention to detail
- Time management
- Record-keeping
- Data entry
- Problem solving
- Collaboration
- Adaptability
- Critical thinking
- Proofing and editing

Abilities:

- Engage with the public and inform/educate about Solano Land Trust
- Interact with all levels of staff, board of directors, elected officials, and the public
- Data analysis, record keeping, budgeting and reporting capability
- Make independent decisions that are in the best interest of time, budget, safety, and mission
- Navigate difficult conversations and situations, and interact with assertive volunteers Lead as well as follow
- Adhere to process, policies and procedures
- Work with a multigenerational and multicultural community, Spanish-speaking a plus

Physical Requirements:

- Standing/sitting intermittently throughout the day
- Various fieldwork activities, including assisting other staff with trail maintenance and habitat restoration volunteer workdays, in varying weather conditions
- Lifting and carrying tools and field equipment
- Ability to drive for local and regional travel (must have valid driver's license and auto insurance)

Salary and Benefits

Competitive salary based on experience. SLT provides a portion of the employee's health, dental, and vision insurance, \$10,000 in life insurance, matches up to 3% of employee's contribution toward their 403.b retirement account, and provides eleven paid holidays and two weeks of accrued vacation per year. SLT is an equal opportunity employer.

To apply

Send a resume and cover letter to admin@SolanoLandTrust.org.

