

~Position Posting~

2018

Position:	Community Outreach Coordinator
Reports to:	Director of Marketing and Community Outreach
Compensation:	Commensurate with experience. Includes a competitive benefit package with medical, dental, 401k match, life and disability insurance.

This is a full-time position. Occasional weekend, early morning and evening work will be required. Work requires some physical exertion such as walking, standing and lifting.

High Line Canal Conservancy

The High Line Canal Conservancy is a nonprofit organization with a mission to preserve, protect and enhance the 71-mile long High Line Canal in partnership with the public. The Conservancy was formed in 2014 by a passionate coalition of private citizens to provide leadership and harness the region's commitment to protecting the future of the Canal—a 100-foot-wide corridor comprising the Canal channel, trail and adjacent vegetation. With support from each of the 11 jurisdictions along the Canal's reach, and in partnership with Denver Water, the Conservancy is working to ensure that the Canal is protected and enhanced for future generations. Learn more about the Canal and the Conservancy at www.highlinecanal.org.

Position Summary

This position provides a unique opportunity to be part of a growing nonprofit dedicated to the long-term protection and enhancement of one of the metro region's largest and most unique recreational and ecological assets. The Community Outreach Coordinator will serve as one of the public faces for the Conservancy. The Coordinator will oversee a small, but growing suite of programs, manage and grow the volunteer program and support grant writing and management. The successful candidate will work under guidance from Executive Director and the Director of Marketing and Community Outreach. The position includes planning, organizing, implementing, tracking and evaluating programmatic initiatives. In addition, in collaboration with the development staff, this position will support research, planning, writing and monitoring grants.

This position description in no way states or implies that these are the only duties to be performed by the Community Outreach Coordinator.

Program and Outreach Coordination

The position coordinates the Conservancy's development and implementation of community programs and projects, which includes partnering with governmental entities, agencies and nonprofits to enhance and protect the Canal, with a focus on collective impact. Under direction and with support from the Director of Marketing and Community Outreach, this energetic and passionate professional will coordinate and manage the Conservancy's growing suite of programs for the public, including, but not limited to walking programs, outreach tabling on the Canal, volunteer training and management, educational and stewardship programs. About 20 percent of the position working hours will be spent on the Canal and in the communities adjacent, with this percentage growing over the summer months. As part of the program planning, the position will support and be part of the team developing and managing a grant program that supports the Conservancy program and projects plans.

Community outreach programs and special projects

- Develop an evaluation (litmus test) framework to assess the relevant value and strengths of proposed and existing programs and projects while identifying areas for improvement
- Evaluate and plan the delivery of programs, projects and related activities in accordance with the

- mission and the goals of the organization
- Define scope and detailed work plans identifying and sequencing the activities needed for completion
- Manage program partnerships with regional nonprofits, government agencies, and community leaders
- Oversee implementation of programs and projects
- Write reports on the programs and projects for management and funders
- Monitor the program and project activities on a regular basis and conduct an annual evaluation according to the program evaluation framework

Sampling of programs and special projects

- Environmental education program coordination with Environmental Learning for Kids
- Volunteer program management and coordination
- Walking programs in partnership with Walk2Connect
- Tours and activations along the Canal
- Coordination of a partnership for Summer 2019 Canal BioBlitz
- Support and manage our role with the Botanical Inventory; a partnership with Denver Botanic Gardens
- Canal-wide and local clean ups

Grants Management Support

Assist in identifying and aligning potential support from government agencies, foundations, and corporations to meet the financial and operational needs of the organization. Including:

- Manage and support requirements and implementation of existing and new grants
- Perform relevant research to identify available grant opportunities and evaluate the results
- Grant writing
- Support the preparation of reports to the funders and the Board of Directors with respect to the organization's progress toward grant deliverables

QUALIFICATIONS:

The ideal candidate will have a strong identification with the mission and purpose of the High Line Canal Conservancy and will bring the following knowledge, experience, skills and abilities:

Knowledge and Experience

- 2+ years relevant work experience.
- Experience working with volunteers, non-profits, and community-based organizations.
- Bachelor's degree or higher strongly desired.
- Significant experience with Microsoft Office Word, Excel, PowerPoint and Outlook
- Experience with Customer Relationship Management software, such as Salesforce or Raiser's Edge
- Desired experience or knowledge in the areas of grant writing, planning, program or project management, open space, trails, conservation, non-profits, government, fundraising and/or marketing a plus.

Abilities and Personal Characteristics

- Demonstrates understanding of and commitment to the long-term mission and value of the Conservancy
- Public speaking and community engagement experience desired
- Curious, engaged and passionate: monitors demographic and economic trends, funder and stakeholder interests and innovative efforts to create community value
- Networks and develops professional relationships to fully engage with partners and community

- **Adaptability:** Demonstrates a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Strong communication and demonstrated writing/research skills:** ability to confidently speak in public, listen and write in a clear, thorough and timely manner
- **Creativity/Innovation:** open to new approaches and comfortable in a “start-up”/ entrepreneurial culture
- **Ability to work independently and cooperatively with colleagues in a small-team environment,** to anticipate and solve problems, and to work efficiently, meet deadlines and maintain accurate records
- **Self-motivated and highly organized with a tremendous attention to detail and an ability to multi-task**
- **Outgoing and energetic with the public**

Application Instructions

Qualified applicants are encouraged to apply by sending a resume with a cover letter addressing the applicant’s interest in and qualifications for the position. Send both documents as one PDF attachment to employment@highlinecanal.org. No phone calls, please. All High Line Canal Conservancy employees are required to undergo a background check. This is an at-will position.

Application Deadline: Open until filled.

The High Line Canal Conservancy is dedicated to equal employment opportunities in any term, condition, or privilege of employment. HLCC prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, and age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.