



## Community Stewardship Coordinator

**Reports to:** Executive Director

**Status:** Exempt, 40 hours/week (includes evening and weekend work)

### **About Us:**

MEarth is a multi-faceted environmental sustainability education program that inspires youth and adults alike to be better stewards of our selves, our communities, and our environment. Annually, more than 5,500 people participate in one or more of our four programs: ClassroomConnect, NatureConnect, FoodConnect and CommunityConnect.

At the ten-acre Hilton Bialek Habitat, located adjacent to Carmel Middle School (at the mouth of Carmel Valley), we provide hands-on, experiential learning opportunities to schools, county agencies, partner nonprofits, local businesses, and interested citizens from throughout Monterey County.

Our nationally recognized outdoor learning center includes a large meadow, bird habitat, monarch butterfly habitat, a pond, an outdoor amphitheater, a LEED-certified culinary classroom, outdoor kitchen with wood-fired oven, organic vegetable and herb gardens, heirloom fruit orchard, off-grid solar greenhouse, and native plant nursery.

For more information about MEarth, please visit:

[www.MEarthCarmel.org](http://www.MEarthCarmel.org) | [www.facebook.com/MEarthCarmel](https://www.facebook.com/MEarthCarmel)

**About the Position:** MEarth's community outreach and stewardship is critical to the success of MEarth and our mission, as we depend on the public for its time, talent and/or treasure (volunteering, skills sets, and financial support). This position plays a lead role in all aspects of stewarding relationships and engagement with the public (mainly adults and families, through our CommunityConnect program), MEarth's community partners (as opposed to our youth education partners), and active/prospective donors. Specifically, this position leads MEarth's Community Connect programming and external communications efforts, as well as plays a critical role in identifying, designing and coordinating smaller fundraising events.

**Responsibilities (include but are not limited to):**

Community Programming

- Coordinate and direct the production and implementation of all CommunityConnect programming, including, but not limited to, two major fundraising events (Glass Pumpkin Patch of Carmel and MEarth Day), Sustainable Chef Dinners, DIY Workshops, Weekend Family Events, Sustainable Speaker Series.
- Lead MEarth's collaboration with outside partners on the design, content, timing and delivery of CommunityConnect programming.
- Lead event development and delivery, including administrative responsibilities, transportation, and evaluation. Document program deliverables and outcome(s).
- Coordinate programming delivery with internal and external staff, and monitor implementation. Supervise staff and volunteers on these events, as appropriate.
- Participate in community outreach programming.

Fund Development

- Collaborate with Executive Director in identifying, designing and coordinating fundraising events and other opportunities for/with individuals and businesses.

Communications Outreach

- Serve as lead contact for development of media, event, and fundraising collateral.
- Create and manage all digital (social media, digital newsletters) and print content on behalf of MEarth
- Work closely with MEarth's Executive Director to develop and implement strategies for stewarding relationships with MEarth clientele, volunteers, interns, local businesses, parents, and potential MEarth partners.
- Represent MEarth to the wider community, including public speaking, attendance and/or participation in meetings and conferences.
- Participate fully in MEarth events and community outreach (not otherwise responsible for managing).

**Required Education and Experience:**

- Educational Requirement: B.A. or B.S in related field or commensurate work experience.
- Experience Required: Minimum two years of work experience in event planning/implementation, external communications, and/or donor stewardship.
- Strong interpersonal skills, ability to work well with organization and business partners, individual and business donors, staff peers, volunteers and interns, clients, etc. in a wide range of situations.

**Required Knowledge, Skills, and Abilities:**

- Demonstrated skill and expertise in accomplishing work-related tasks – with accuracy, precision, completeness, neatness, and quantity.
- Demonstrated knowledge in accomplishing work-related responsibilities, including methods, materials, tools, equipment, and fundamental subject matter.
- Effective and efficient work habits including organization of work, punctuality and dependability, industry, and good practices of both vehicle and personal safety.
- Has worked collaboratively in a team setting, as well as worked independently.
- Has followed and can provide oral and written directions.

- Established and maintained friendly, cooperative, and effective working relationships with all persons contacted in the course of work.
- Demonstrated a positive attitude and enthusiasm for work, willingness to conform to job requirements, and ability to adapt to change.
- Strong communication skills, both verbal and written.
- Demonstrated good judgment, promptness of action, and sound decision making.
- Computer skills - Mac preferred.
- High proficiency in Microsoft Word, Excel, PowerPoint and other software.
- Proficiency in graphic programs including Adobe Creative Suite (required).
- Strong database skills (desired).

**Required Physical Capabilities:**

The working environment is subject to bending, crouching, or kneeling to access information and/or to assist students from ground level to 4.5 feet above the ground, pushing, pulling and lifting of instructional equipment and supplies, sitting on chairs or floor, leaning over for prolonged periods of time, reaching in all directions, and working outdoors for prolonged periods of time. Incorporated with one or more of the essential functions of this position are the following essential physical requirements:

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and/or on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone.
- Ability to operate a computer, typewriter, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner.
- Ability to routinely lift and carry supplies and materials weighing up to 25 pounds.

**Hours and Compensation**

This is a full time, 40 hour/week, exempt position. Salary and paid vacation package is competitive. Presently, no insurance is offered. However, the Board of Directors and new Executive Director have made securing increased funding to provide insurance for all staff a high priority objective for the organization.

To Apply: Please follow the link below to apply. No phone calls please.

<https://goo.gl/forms/gy7DhPfWndZXYAwE3>

Successful completion of the hiring process is contingent on applicant passing a multi-agency live-scan fingerprint/background check. (paid for by MEarth) Women, people of color and LGBT candidates are strongly encouraged to apply. MEarth is an Equal Opportunity Employer.