



Protecting the places that make the Feather River region special

Public Programs Manager Job Description

EMPLOYMENT CLASSIFICATION: Full-time hourly position, non-exempt.

LOCATION: Based at the Sierra Valley Preserve Nature Center, Beckwourth, CA. The position requires occasional travel to sites throughout Plumas County (mileage reimbursed for regional work travel).

POSITION SUMMARY: The Public Programs Manager (PPM) will take the lead in developing the structure of a new programmatic arm at FRLT to engage the public in FRLT's mission to protect, care for, and connect people to the ecological, cultural, and educational values of the Feather River region. They will develop and manage immersive, experiential, interpretive, educational, and stewardship-focused events and programming centered on the ecological and human landscapes of the region. The successful candidate is organized, self-motivated, and ready to bring creativity and leadership skills to this important role in our organization and our communities.

FRLT is in the process of building a new Nature Center at its 2,586-acre Sierra Valley Preserve which will open in 2024 and feature beautiful interpretive exhibits and a public events space. The Public Programs Manager will lead the development and execution of a suite of public programming at the Preserve including events, school field trips, workshops, and volunteer activities that celebrate the natural and human stories of the region and inspire conservation. The engagement model developed for Sierra Valley will then be expanded (on a smaller scale) to FRLT's four other preserves in the Feather River region. The PPM will also assist the Sierra Valley Preserve manager with operations at the new Sierra Valley Nature Center, interfacing with visitors, and helping to ensure a high-quality experience in a safe environment.

JOB RESPONSIBILITIES:

- Lead the planning, promotion, coordination, and implementation of public programs at FRLT, with an emphasis on programs at the Sierra Valley Preserve (75%).
- Develop and oversee a new volunteer program at FRLT to engage community volunteers in nature-based events, land stewardship activities, and other functions that support our mission.
 - This will include the cultivation, engagement, training, support, and management of volunteers, including volunteer docents at the Sierra Valley Preserve.
- Work collaboratively with nonprofit, academic, and agency partners and community members to plan and execute a robust year-round schedule of events, workshops, and programs at the Sierra Valley Preserve and a more limited schedule of events at other sites throughout the region.

- Plan and coordinate an annual multi-day bird-focused event to attract nature enthusiasts from around the West to Sierra Valley. This event will be the Preserve's signature event and would be organized in partnership with other groups including Plumas Audubon, SF State Sierra Nevada Field Campus, UCB's Sagehen Field Campus, Feather River College, University of Nevada Reno, and others.
- Work with local and regional teachers to schedule, plan and ensure the success of student field trips to the Sierra Valley Preserve.
- Facilitate the operation of FRLT's People and Lands Committee (an advisory group) and cultivate and facilitate a council of community members to help plan, implement, and promote activities at the Sierra Valley Preserve.
- Facilitate the curation and installation of temporary exhibitions (visual arts, cultural object displays, etc.) at the Sierra Valley Preserve Nature Center.
- Coordinate a regular speaker series at the Nature Center that will attract participants from around the region.
- Assist the Sierra Valley Preserve Manager with operations at the new Sierra Valley Nature Center, interfacing with visitors, and helping to ensure a high-quality experience in a safe environment.
- Help develop interpretive materials to support public programs at the Sierra Valley Preserve.
- Create policies, procedures, templates, tools, and materials that support successful management of events, volunteers, and other public programs at FRLT.
- Lead some events and be a public representative for FRLT, engaging with partners and the broader community.
- Support the creation of new interpretive signage on FRLT-protected lands.
- Collaborate with other staff as needed to support marketing, communications, and fundraising efforts related to public programs, particularly events at the Sierra Valley Preserve.

DESIRED QUALIFICATIONS & ATTRIBUTES:

The skills and attributes listed are guidelines. Your education, work experience (both paid and volunteer), and life experience all contribute to your skills and competencies. If you feel you meet a good number of the qualifications listed, we encourage you to apply.

- Three or more years of applicable work experience.
- Experience in the planning and execution of educational programs and/or public events, preferably related to natural history or the environment.
- Experience managing, recruiting, and/or training volunteers.
- Experience, eagerness, and comfort reaching out to and collaborating with diverse groups of people to ensure public programs are relevant to and welcoming to all in our communities.
- High level of organizational skills, attention to detail, and professionalism.
- Self-motivated with the ability to work independently to manage a diverse set of projects simultaneously, keeping the big picture in focus while managing the details and meeting deadlines.
- Exceptional written and oral communications skills.
- A strong sense of personal responsibility, a high level of integrity, and the ability to adapt to the challenges and constraints of a nonprofit in a professional and collegial manner.
- Proficiency using computers and programs including Microsoft Word, PowerPoint, and Excel.
- Bachelor's degree or higher, ideally with a focus in natural resources, communications, marketing, public services, or another relevant field.
- Helpful but not required:

- Spanish speaking
- Coursework or certification as a naturalist
- Experience with social media content creation

CONDITIONS OF EMPLOYMENT:

- The salary range for this position is \$26.50 to \$37.10 per hour, depending on experience and qualifications. The benefits package includes flexible Paid Time Off (PTO), paid time for personal wellness and after a 90-day introductory period, the employee will be eligible for all FRLT benefits including the opportunity to enroll in Medical/Dental/Vision Insurance (50% premium paid) and retirement program (SIMPLE IRA with 3% matching).

TO APPLY: Please send the following to Keegin Lee at klee@frlt.org:

- Current resume
- Cover letter (1-page max), or simply include a paragraph or two in the body of your email. This is an opportunity to share more about your background and experience and why you believe you are a good fit for this role.
- Candidates with strong potential for hire will be asked to provide 3 professional references and writing samples.

The position is open until filled. Applications will be considered as they are received.