



## **Community Outreach & Learning Landscapes Coordinator Job Description**

**LOCATION:** FRLT Office in Quincy, CA with regular travel to sites throughout the region including Chester, Portola, Westwood, Beckworth, and Loyalton (mileage paid).

**EMPLOYMENT CLASSIFICATION:** On-site, part-time hourly position. Non-exempt. At will employment.

**COMPENSATION:** \$24-\$27 per hour starting rate, depending on qualifications.

**WORK SCHEDULE:** 20-25 hours per week. The position requires flexibility/adaptability of schedule based on school schedules, event schedules, and organizational priorities. This role has potential to grow into a full-time position in the future, depending on funding.

**BENEFITS:** This position is eligible for certain FRLT benefits programs including dental/vision insurance (with 50% premiums covered), paid time off, and SIMPLE IRA retirement savings program (3% matching). As a part-time position, this role is not eligible for FRLT's medical insurance program.

**TO APPLY:** Please send the following materials via email to: [apply@frlt.org](mailto:apply@frlt.org) no later than **May 1, 2026**. Please send all items in a single combined PDF document.

1) your current resume, 2) a short cover letter describing your background/experience and why you think you're a good fit for this role, and 3) the names, emails, and phone contacts for 3 professional references (we will consult you before contacting references).

**BACKGROUND CHECK REQUIRED:** Candidate offered the position will be required to undergo a background check prior to employment.

### **POSITION SUMMARY:**

The Community Outreach and Learning Landscapes Coordinator is responsible for coordinating and implementing FRLT's nationally recognized Learning Landscapes program: a place-based K-12 education program that connects students and teachers throughout the region with "outdoor classrooms" within a short walk from their schools. This position ensures safe, accessible, and educationally valuable outdoor spaces that connect students directly with preserved natural lands.

Additionally, the Coordinator will play a lead role in planning and implementing educational, recreational, and volunteer programs for the public on FRLT conserved lands. This is an interdisciplinary position that works at the intersection of community engagement, K-12 education and youth programs, communication, conservation, and stewardship. This role reports to the Public Programs Manager and will have support and mentorship from the founding coordinator of Learning Landscapes, Rob Wade, during the first year.

## **DUTIES:**

### **Learning Landscapes Site Management & Stewardship**

- Conduct regular assessments of all Learning Landscapes properties, coordinate and support site stewardship and maintenance to remediate risks, and ensure safe access
- Coordinate maintenance and infrastructure improvements for site elements in collaboration with FRLT staff and schools
- Implement habitat restoration projects and coordinate stewardship activities on conservation properties with program partners and FRLT Stewardship staff
- Coordinate with landowners and partners to maintain site agreements, MOUs, certificates of insurance, and guidelines for properties
- Support Land Protection Team to conserve properties used for educational programs
- Help develop and update interpretive signage and educational materials for each property.

### **Learning Landscapes Program Development & Administration**

- In coordination with Operations team establish, update, and maintain policies, procedures, MOUs, and program practices
- Develop and manage program budget, workplans, and evaluative tools
- Provide reports to leadership and board and participate in FRLT team meetings
- Participate in national K-12 Youth Educators Peer Network, engage in trainings

### **Learning Landscapes School Partnerships Support**

- Collaborate closely with local schools' Outdoor Core program coordinator, administrators, facilities staff, and educators to ensure program success
- Coordinate with local agencies, nonprofits and partners involved in land stewardship to connect schools, teachers, and students to enhanced learning and mentorship opportunities
- Manage field kit inventory and resource distribution for all participating schools
- Maintain communication with educators, produce informative newsletters, and support teachers with field-based curriculum, field-days, and programs as needed
- Coordinate K-12 Community Science events on Learning Landscapes sites
- Maintain, update, and refresh teacher support materials including the Learning Landscapes Handbook

### **Community Programs & Outreach**

- Work collaboratively with staff, partners and community members to plan and implement nature-based events for the public on FRLT conserved land
- Represent FRLT at community events, and enthusiastically engage the public to build awareness, support and funding for FRLT's mission
- Help coordinate volunteer workdays and community stewardship events
- Support the Public Programs Manager in building, coordinating and communicating programs at the Sierra Valley Preserve, including K-12 field trips

### **Communications & Fundraising Support**

- In coordination with Development team, help research, write, and manage grants and support program-related fundraising initiatives
- Support the Communications Manager in creating program materials, and sharing program news and writing content for FRLT's website, newsletters, and social media
- Maintain events calendars, write event descriptions, and promote events

## **QUALIFICATIONS & ABILITIES:**

*The skills and attributes listed are guidelines. Your education and work experience and life experience contribute to your skills and competencies. If you meet 75% of the qualifications listed, we encourage you to apply.*

- The job duties of the Coordinator require knowledge and skills equivalent to:
  - 2 years experience in a relevant field such as youth education, outdoor or environmental education, community outreach, environmental science, or other related field, and
  - 2 or more years of education or training in a relevant field such as education or environmental science, OR additional relevant work experience in lieu of education
- Valid driver's license and the ability to travel between multiple sites throughout the region
- Self-motivated, well-organized, and able to manage diverse projects and timelines independently
- Exceptional written and oral communication skills
- Ability to work collaboratively with diverse stakeholders and enthusiastically and tactfully engage partners, supporters, and the community
- Knowledge of local ecosystems and environmental stewardship practices
- Proficiency using computers and programs including Microsoft Word, PowerPoint, and Excel
- One or more of the following qualifications are desired (not required):
  - Bachelor's degree in Education, Environmental Science, Natural Resources or other related field
  - Teaching credential or experience in K-12 education
  - Experience planning and executing nature-based events
  - Experience with fundraising or nonprofits
  - Strong connection to and knowledge of the Upper Feather River Region

**Physical Abilities Required:**

- Ability to conduct outdoor field activities on undeveloped landscapes in all weather conditions
- Ability to both stand and sit for extended periods of time
- Reach with hands and arms
- Walk, climb, or balance and stoop, including climbing stairs
- Ability to lift 50 pounds while navigating uneven surfaces
- The ability to inspect, identify, observe, and assess safety situations in all work environments

**QUESTIONS:** If you have questions about this position, please contact our office at 530-283-5758 or email [apply@frrt.org](mailto:apply@frrt.org) prior to the application deadline.