



Frenchman Bay Conservancy
Protecting the land you love
www.frenchmanbay.org

Community Engagement Coordinator Job Description

Frenchman Bay Conservancy, an accredited 501(c)(3) land trust in Hancock, Maine, seeks a Community Engagement Coordinator to engage members, partners, and anyone who enjoys being in the outdoors in community events, on social media, and as volunteer trail stewards on our 8,000 acres of preserves and easements in Hancock County.

We are looking for a self-motivated team player whose energy and enthusiasm for conservation will move people to participate in our work. The ideal candidate will cut through the noise and busyness in people's lives to engage them with Frenchman Bay Conservancy in fun, creative, and meaningful ways.

This is a full-time position at 40 hours per week. Events in the evenings or weekends will require time outside normal work hours. The Community Engagement Coordinator will work out of the Frenchman Bay Conservancy office at our Tidal Falls Preserve in Hancock and report to the Executive Director.

Desired qualifications

- A passion for land conservation, strong attention to detail, exceptional organizational skills, assertive creativity, and ability to lead and coordinate team projects
- Proficiency with email and social media and impeccable phone and in-person interpersonal skills
- Strong writing skills and experience with grant writing and press releases
- Familiarity with Hancock County communities and land trusts
- Familiarity with Mail Chimp, WordPress, Adobe Illustrator, and InDesign

Primary responsibilities

- Develop and implement FBC's annual marketing and communications plan, including developing, writing, and designing monthly e-newsletters, bi-annual print newsletters, membership and business mailings, event engagement and advertising, social media, website, press releases, and other media campaigns and materials,
- Develop and implement event programming including education, citizen science, stewardship, recreation, and fundraising with partnership from FBC board members,
- Engage area businesses, institutions, and organizations through community partnerships, joint programming, and membership/sponsorship,
- Grow our volunteer network and strengthen volunteer connections with FBC,
- Work in partnership with members of our Outreach and Events board committee and other staff and board members as necessary,
- Engage local schools in FBC's work, including supervising and developing two 3-day summer camps and projects with FBC's Education Advisory volunteer committee, and
- Assist with development and design of FBC's new Exploration Center.

To apply, please send your resume with cover letter to: info@frenchmanbay.org