



Community Engagement & Volunteer Coordinator

POSITION SUMMARY

NeighborSpace of Baltimore County seeks a part-time Community Engagement and Volunteer Coordinator to implement its community-driven, iterative approach to the conservation, restoration and stewardship of urban green space. Until 12/31/2024, the Coordinator will spend the majority of their time working as the outreach and engagement coordinator for a Community Climate Resilience project in Turner Station, Dundalk. NeighborSpace is looking for an energetic individual who has interest in taking ownership of a role in a self-starting environment, exhibits outstanding project management skills, and possesses a passion for people and the outdoors.

ABOUT US

NeighborSpace of Baltimore County, Inc. is an established and growing nonprofit land trust committed to enhancing the livability of communities inside Baltimore County's Urban-Rural Demarcation Line by protecting and improving land for small parks, gardens, trails and natural areas. NeighborSpace currently conserves almost 100 acres at 21 sites across the County. Of these, 19 are open to the public and 9 have been improved with green infrastructure. Several other sites are currently in the research, design or construction phase.

This is an exciting time to join NeighborSpace. Recent successes have led to a growing list of new land preservation projects, community partnerships and collaborations with other nonprofits and government agencies, and we are pivoting to a more proactive approach. To learn more about our work and vision, read our [2023-2027 Strategic Plan](#), our [FY23 Annual Report](#), and recent [newsletter articles](#).

As a pilot for its new proactive approach, NeighborSpace is embarking on a [project](#) funded by a National Fish and Wildlife Foundation grant: Community Climate Resilience in Turner Station. This project is led by Baltimore County government and is in collaboration with several environmental nonprofits. Its goal is to improve the Turner Station community's resilience to the effects of climate change and to draw up a Climate Resilience Roadmap. NeighborSpace's role is to gain resident input and buy-in. The Coordinator is expected to lead this effort in close collaboration with the Executive Director and project partners.

POSITION DESCRIPTION

The Community Engagement and Volunteer Coordinator will report to the Executive Director but is expected to be a self-starter and capable of managing projects and executing tasks independently. Ideal candidates are resourceful and responsible and enjoy the challenge of wearing multiple hats in a small but growing nonprofit organization and are not afraid to roll up their sleeves. They must be committed to NeighborSpace's mission and excited to engage with individuals and organizations about our work. The Coordinator will work closely with fellow staff, community partners and volunteers, and will coordinate with various Board committees and nonprofit partners.

While the Community Climate Resilience project in Turner Station ends 12/31/2024, it will serve as a model for engaging other communities at a smaller scale. The Coordinator is expected to implement this new model to facilitate the conservation and restoration of green space. In addition, the Coordinator will be responsible for building and maintaining strong relationships with all community partners, developing social and educational programming that encourages site use and builds community capacity, and building and maintaining a volunteer corps.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This work consists of a wide variety of duties associated with NeighborSpace's community-driven approach to conservation, restoration and stewardship, including but not limited to those listed below. In addition, the Coordinator will perform any other duties as assigned by the Executive Director.

Community engagement

- Reach out to, engage with and collect input from community groups, leaders and individuals throughout NeighborSpace's process of acquiring, restoring and stewarding green spaces. This will likely include but not be limited to: developing and distributing flyers and surveys; organizing and hosting charrettes and meetings; tabling; canvassing; as well as individual conversations in-person, via phone calls and via email.
- Collect, analyze and report on data from the efforts mentioned above.
- Coordinate with community partners and nonprofit partners to host other engagement activities such as educational events, neighborhood walks, workshops, etc.
- Maintain and strengthen partnerships and positive working relationships with all community partners.
- Respond to inquiries and address concerns raised by community partners in a timely and effective manner.
- Serve as the main point of contact for community partners.
- Work with the Executive Director, fellow staff and Board members to schedule and organize social events such as community gatherings at NeighborSpace sites.
- Develop and collect data on a set of metrics that measures the social performance of NeighborSpace sites.

Volunteer coordination

- Serve as the main point of contact for volunteers.
- Recruit volunteers and nurture relationships with volunteer organizations and individuals, with the goal of creating a strong corps of volunteers who assist with the stewardship of NeighborSpace sites across our service area.
- Assist the Executive Director and fellow staff in scheduling and organizing volunteer opportunities to meet NeighborSpace's stewardship needs.
- Work with the Executive Director, fellow staff and Board members to schedule and organize annual volunteer appreciation events.

Outreach and Communications

- Work with the Executive Director and fellow staff to raise awareness of NeighborSpace's work through newsletter articles, social media, and other channels.
- Seek out and attend outreach opportunities such as tabling at fairs.

QUALIFICATIONS

- Bachelor's degree or equivalent work experience in a relevant field
- At least 2 years of experience in community outreach, volunteer management, or a similar role
- Background in environmental science is preferred.
- Proficiency in Spanish is a plus.
- Familiarity with Google Suite is a plus.

PERSONAL ATTRIBUTES

- Excellent interpersonal skills and natural relationship-building skills
- Ability to communicate effectively and personably via email, over the phone and in person with a wide range of people
- Highly organized, detail-oriented and motivated to learn a variety of skills
- Excellent project management skills
- Disciplined self-starter, capable of working independently as well as part of a team
- Energetic, optimistic and excited about NeighborSpace's work

WORKING ENVIRONMENT

- A mixture of remote work and field work throughout NeighborSpace's service area
- Frequent evening and weekend events
- Frequent travel within Baltimore County; the Coordinator must have access to transportation across the County at all times (mileage will be reimbursed).

COMPENSATION

- Part-time: 25hrs/wk
- Salary: commensurate with experience and qualifications, in the range of \$30k annually
- Paid leave benefits
- Professional development opportunities

HOW TO APPLY

Interested candidates should submit a resume and cover letter in attachment form via email to info@neighborspacebaltimorecounty.org with "Community Engagement & Volunteer Coordinator" in the subject line. Applications are accepted until the position is filled.