



Job Title: Community Conservation Manager

Reports to: Executive Director

Salary: commensurate with experience and qualifications, \$48k-\$52k annually

Employment type: exempt, full-time (40 hrs/wk)

POSITION SUMMARY

NeighborSpace of Baltimore County seeks a full-time Community Conservation Manager to implement its community-driven, iterative approach to the conservation, restoration and stewardship of urban green space. 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. This role serves as the primary liaison to stewardship partners, volunteers, and community members, building and sustaining collaborative relationships while coordinating outreach, education, volunteer programs, and stewardship activities across conserved sites.

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 15 have been improved with green or gray 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.

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 position includes activities associated with grant-funded projects and the Manager will perform other relevant duties as assigned by the Executive Director.

Community engagement

- Serve as the main point of contact for community partners
- Reach out to, engage with and collect input from community members throughout NeighborSpace's process of acquiring, restoring and stewarding green spaces
- Collect, analyze and report on data from the efforts mentioned above
- Plan and execute community events

Volunteer coordination

- Serve as the main point of contact for volunteers
- Develop new volunteer opportunities, volunteer training and educational materials to meet NeighborSpace's stewardship needs and grow a strong corps of volunteers
- Plan and assist in the execution of volunteer work days

Outreach and Communications

- Raise awareness of NeighborSpace's work through newsletter articles, social media, and other channels.
- Represent NeighborSpace at outreach opportunities

EDUCATION, SKILLS AND EXPERIENCE

- 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 a plus
- Proficiency in Spanish is a plus
- Familiarity with Google Suite is a plus
- Disciplined self-starter, capable of working independently as well as part of a team

PERSONAL ATTRIBUTES

- Excellent interpersonal skills
- Highly organized, detail-oriented and motivated to learn a variety of skills
- 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 Manager must have access to transportation across the County at all times (mileage will be reimbursed).

ADDITIONAL COMPENSATION

- Paid leave benefits
- Travel reimbursement
- 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 Conservation Manager" in the subject line. Applications are accepted until the position is filled.