



WOODSTOCK LAND CONSERVANCY

Program Coordinator

June 2024

Organization Overview

Founded in 1988 by a dedicated group of local citizens, WLC is a nonprofit organization with a small staff and an all-volunteer board of directors. At its core, WLC is an ever-growing community of dedicated and generous volunteers, supporters, and community members who share a passionate love and respect for the land and the unique place we live. Together we pursue land conservation goals as well as initiatives to create and manage preserves, protect water resources, adapt to and mitigate the effects of climate change, support sustainability, and promote appropriate land use in the communities we serve.

Position Overview

Woodstock Land Conservancy seeks an exceptional coordinator and representative for public facing events. Primarily responsible for educational programmatic work, the Program Coordinator will also post social media content and participate in stewardship fieldwork. WLC is seeking a candidate with strong organizational and communication skills who is also a self-directed, team-minded, energetic multitasker with a positive attitude. A “people person” who enjoys meeting and recruiting supporters to our mission is ideal for this position. Should have relevant experience to demonstrate skill sets.

This is a hybrid location, home/office/field position. WLC’s office is based in Woodstock, NY, and its preserves are in the surrounding area.

This position entails working on **program coordination** (30%), **stewardship field work** (30%), **volunteer coordination** (25%) and **social media implementation** (15%).

Program Coordination:

- Plan, implement, and attend educational events like First Saturdays on the Trail;
- Assist with planning of major events (Vernal Fling & Scarecrow Fest);
- Assist with partner programs including Pollinator Pathways events;
- Coordinate “water : access” and watershed specific programs;
- Attend and speak at events and programs as a representative of the land conservancy.

Stewardship Field Work:

- Assist with annual monitoring of WLC preserves and conservation easements;
- Monitor preserve kiosks and donation boxes;
- Assist with trail maintenance and construction, as needed;
- Invasive species removal;
- Assist the Acquisitions & Stewardship Manager.

Volunteer Coordination:

- Coordinate volunteer preserve stewards;
- Cultivate WLC’s volunteer base;
- Organize thank you events and communications.

Social Media:

- Assist with the development and implementation of social media strategies to increase community engagement;
- Content creation;
- Assist the Communication & Outreach Manager.

Experience

- College degree in environmental studies, environmental education, geology, or a related field and/or documented equivalent professional experience and skill set;
- At least one year of experience as a professional, intern or volunteer in a program development or program implementation position;
- Excellent verbal and written communication skills;

- Working knowledge of personal computers with experience in the use of such programs as Word, Google Workspace and PowerPoint. Knowledge of Canva/Photoshop, Excel, and reporting tools;
- Strong organizational skills and demonstrated ability to prioritize workload;
- Ability to build strong partnerships;
- Must be a self-starter with ability to work in a collaborative environment.

Compensation

\$40,000 - \$45,000 depending on experience.

Start Date

Position will be open until filled and interviews will be held on a rolling basis as applications are received.

To apply please send a cover letter and resume to apply@woodstocklandconservancy.org with Program Coordinator in the subject line.

The [Woodstock Land Conservancy](https://www.woodstocklandconservancy.org/) is an equal opportunity employer – we strive to create a welcoming environment for all community members.