

Catawba Lands Conservancy and Carolina Thread Trail
Job Announcement

Position: Program Coordinator

Location: Charlotte, NC

Application Closing Date: Interviews will be ongoing until the position is filled

Catawba Lands Conservancy (CLC) is a nonprofit land trust that permanently protects land, water, wildlife habitat, farmland and natural areas for public benefit in North Carolina's Southern Piedmont and lower Catawba River basin. The organization is dedicated to saving land and connecting lives to nature, and is one of 23 land trusts serving North Carolina. CLC protects more than 15,000 acres of land and serves Catawba, Gaston, Iredell, Lincoln, Mecklenburg and Union counties, and is the lead agency for the Carolina Thread Trail.

The Carolina Thread Trail (CTT or Thread Trail) is a 15-county, two-state initiative to create a regional network of trails, blueways and conservation corridors that will link more than 2.3 million citizens while providing for outdoor recreation, transportation and conservation. With technical resources and catalytic funding from the Thread Trail, local communities plan and implement their portions of this trail system. The Carolina Thread Trail region includes Anson, Cabarrus, Catawba, Cleveland, Gaston, Iredell, Lincoln, Mecklenburg, Rowan, Stanly and Union counties within North Carolina and Cherokee, Chester, Lancaster and York counties in South Carolina. The Thread Trail works in partnership with the Foundation For The Carolinas and many local partners. Currently, over 250 miles trail and 170 miles of blueway of Thread Trail are open to the public.

Job Summary:

The Program Coordinator is one of the public faces of Catawba Lands Conservancy and Carolina Thread Trail. He/She will develop and implement recreational and environmental educational activities to inspire and engage the community, including CLC/CTT members as well as youth and adults from the general public. These programs will explore biodiversity, health and environmental stewardship while connecting participants to land conservation and our region's developing trail network. The goal of these programs is to increase the visibility of our efforts in the community while enabling individuals to enjoy the outdoors and educating them on stewardship and conservation of our natural resources. Administrative tasks and promotion associated with these programs will also be a part of this position.

Qualifications and Requirements:

- Four-year college degree minimum
 - Preferred coursework: Biology, Ecology, Environmental Studies, Education or Parks and Recreation
- Knowledge of NC/SC Southern Piedmont flora and fauna preferred
- Ability to create and execute educational programs
- Knowledge and interest in outdoor recreation including hiking, biking, paddling, etc.
- Experience in guiding and educating groups
- Excellent interpersonal and collaborative skills
- Proven ability to exercise sound judgment, initiative and independent decision making
- Highly developed organizational skills
- Excellent communication skills (verbal and written)
- Physical ability to transport event materials, lead hikes, bike rides, mountain bike trips, and paddle trips.

- CPR, AED, First Aid Certification and Swift Water Rescue certification required within the first 8 weeks of employment.
- Criminal background check prior to applicant's offer
- Availability to host evening and weekend programs and events
- Access to a reliable vehicle. This position requires regular travel within our 15-county footprint.

Position Focus:

- Increase community awareness and support for Catawba Lands Conservancy and Carolina Thread Trail
- Develop new programs and activities that will engage and inspire audiences in outdoor activities and environmental topics as they relate to land conservation and our regional trail system
- Plan and lead hikes, bikes and paddles on segments of Thread Trail and within properties protected by CLC
- Provide an outdoor education experience for members and corporate partners, potential individual and corporate donors, families and underserved populations.
- Encourage program participants to become members of both organizations through program communication before, during and after the event
- Inform program participants of the ways one may become involved and support the organization and promote current special events
- Cultivate partnerships that will enhance and grow CLC/CTT programming opportunities (current outdoor educational programs/companies/organizations, parks and recreation departments, civic clubs, universities, etc...)
- Explore the opportunity to partner with schools
- Work with CLC and CTT staff to provide information for grants to help fund recreational and educational programs
- Coordinate and supervise volunteers for applicable programs with Volunteer Coordinator
- Learn the local natural history and area history, especially as it relates to CLC and CTT, and understand the role that CLC and CTT play in the region
- Support all efforts of CLC and CTT including outreach and special events
- Provide safe and fun experience for all participants
- Track participation and feedback to be utilized in evolving the program and to source funds to support programming
- Perform administrative tasks including online program registration management, email communication before and after program, program photography, social media pre/during/post program, CTT and CLC website program updates and other applicable to the organization's goals
- Job tasks will include program development and administrative duties regularly to create program and outreach execution
- This position will report to the Volunteer and Outreach Coordinator

Compensation Information:

This position is full-time (40 hours a week) with medical and dental benefits, paid time off, 403b retirement with matched contribution. Salary range of \$25,000-\$28,000 depending on qualification.

This job is funded through December 2018 – funding may be extended.

How to Apply:

Applicants should submit 1) cover letter, 2) resume, and 3) a list of three references in a single PDF, by email to: vanessa@carolinathreadtrail.org. Please include "Program Coordinator Position" in the subject line. References will not be contacted unless you are selected for an interview.