



109 West 700 North Valparaiso, IN 46385 phone: 219 242-8558

www.heinzetrust.org @heinzetrust

PROGRAMS COORDINATOR ANNOUNCEMENT Part-Time Position

Connecting Communities to Nature

Shirley Heinze Land Trust (SHLT) protects and manages over 2,700 acres in Lake, Porter, LaPorte and St. Joseph Counties in north-western Indiana. The Programs Coordinator will be primarily responsible for engaging all ages in nature and conservation by developing and delivering education and outreach programs that support the mission of SHLT. This position reports directly to the Operations Director, and collaborates with Board and committee members as well as staff to achieve organizational goals.

ENGAGEMENT DUTIES AND RESPONSIBILITIES:

Work with the Operations Director and Programs Committee Chair to develop, organize, coordinate, and lead education and outreach events for families, adults, youth groups, and community organizations. Programs will be delivered at SHLT sites and other venues, and will be designed to foster stewardship of natural resources, promote awareness of SHLT and cultivate and support donors and volunteers.

Provide reports, both written and verbal, for Programs Committee meetings. Write and distribute Programs Committee meeting minutes.

Work with the Communications & Land Manager to promote education and outreach events via print, press release, website, social media and email.

Work with the Director of Development to pursue grant funding opportunities.

Keep detailed records of work performed and resources used. Document time and expenses. Assist with grant reporting.

Participate in partner and other meetings as needed.

QUALIFICATIONS:

Bachelor's Degree in Natural Sciences, Biology, Education, Interpretation or Environmental Science or related field.

Professional experience demonstrating education/outreach program development and delivery, interpretive techniques and a knowledge of audience learning styles.

Excellent written and verbal communication skills.

A flexible and adaptable style that can positively impact both strategic and tactical organizational growth.

Team player; ability to work independently without close oversight.

Strong organizational and time management skills with exceptional attention to detail.

Familiarity with Microsoft Office applications, data entry, and social media.

Physical ability to work outdoors in all weather conditions and hike several miles.

Valid driver's license.

TO APPLY: Please direct inquiries and applications, including resume, relevant certifications or professional organization affiliations, letter of interest, references and salary requirements to:

Bonnie Hawksworth, Operations Director
Shirley Heinze Land Trust
109 West 700 North, Valparaiso, IN 46385
bhawksworth@heinzetrust.org
219-242-8558

Electronic submission is encouraged. Visit www.heinzetrust.org to learn more about the organization.

Deadline: May 3, 2021

