



# COMMUNITY ENGAGEMENT MANAGER

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Would you like to help conserve iconic Coast redwoods in the Santa Cruz Mountains by supporting our mission-driven team? Do you enjoy engaging with diverse, community-focused individuals and are skilled at initiating conversations, building relationships, and planning successful, engaging events? Are you a very organized individual passionate about making a positive impact on the environment and their community, and ready to lead our Volunteer, Intern, and Community Engagement Programs? If you answer yes to all of these, consider joining Sempervirens Fund's dynamic, collaborative, fun team. We are a values-driven group that is passionate about forests and dedicated to making them accessible to all.

## **ABOUT THE POSITION**

The **Community Engagement Manager** is responsible for developing and implementing inclusive outreach events, volunteer and internship opportunities that serve all areas of Sempervirens Fund's mission. This is a full-time, exempt position. Under the direction of the Chief of Philanthropy, this role works closely with staff across departments to engage, support, and empower volunteers and interns to help advance conservation throughout the region. The Community Engagement Manager will lead the creation and administration of engaging volunteer opportunities, maintain programmatic systems to track and support volunteers and interns, support public outreach activities, such as tabling events and hikes, and organize new and diverse communities to advocate for and engage with conservation projects like acquisitions, conservation easements, and forest management.

Sempervirens Fund protects land throughout the Santa Cruz Mountains, which span Santa Cruz, San Mateo, and Santa Clara counties. Our small office space is located in Mountain View, but most of our staff work from home most of the time. This role will mostly work remotely but must be available to attend monthly in-person meetings as well as volunteer and community events, with occasional evening and weekend work. To facilitate this hybrid work, you must be located in the Bay Area or Santa Cruz to be considered.

## **ABOUT SEMPERVIRENS FUND**

The mission of Sempervirens Fund, a non-profit conservation organization, is to ensure Coast redwood forests in the Santa Cruz Mountains thrive for generations to come. In addition to protecting redwoods by buying land and conservation easements to ensure the trees are protected, we own and steward over 12,000 acres of redwoods and associated habitats. We also promote forest management practices across the Santa Cruz Mountains to help redwood forests and our surrounding communities better withstand the impacts of climate change. We work to expand opportunities for inclusive public access so people from all backgrounds can enjoy these redwood forests. Over the organization's 125-year history, we have protected over 36,000 acres; helped establish and expand five state parks and other protected areas; and created the beloved 32-mile Skyline to the Sea Trail.

## **EQUAL OPPORTUNITY**

We are committed to an organizational culture that is welcoming and inclusive. We seek staff who are reflective of the diverse communities with which we work. We welcome candidates from all backgrounds to apply. Sempervirens Fund is an equal-opportunity employer.

## **WHAT WE OFFER**

- A collaborative and supportive team environment
- A culture that emphasizes work-life balance
- Family-friendly policies
- Employer-paid medical, dental, vision, and life insurance for the employee
- Thirteen paid holidays per year, with five additional floating holidays per fiscal year
- Three weeks of vacation in the first year, with additional accrual after two years and five years on staff
- Twelve days of paid sick leave a year
- Employer retirement plan match of 6% of annual salary for the first five years and 8% after that
- A remote-from-home work environment
- Access to Regus co-working spaces
- Cell phone and home internet stipend
- Professional development opportunities

## **RESPONSIBILITIES**

### **VOLUNTEER PROGRAM MANAGEMENT (65%)**

Building on the current program, further develop and implement a volunteer program that advances redwood protection in the Santa Cruz Mountains, with a particular focus on reaching BIPOC and young people. This includes:

- Collaborating with other staff to identify needs and create position descriptions for volunteer roles and projects.
- Responding to all individual volunteer inquiries.
- Leading recruitment, onboarding, training, placement, and recognition of all volunteers.
- Refining and implementing volunteer training and educational opportunities.
- Developing and implementing formal and informal volunteer appreciation initiatives.
- Managing partnerships to facilitate volunteer opportunities.
- Maintaining and tracking volunteer records in the database.
- Maintain program and resource materials on Microsoft SharePoint and Google Docs.
- Creating and managing volunteer projects in Asana.
- Monitor program satisfaction and evaluate the impact of the program.
- Plan and actively participate, as needed, in volunteer workdays and events.

### **COMMUNITY OUTREACH (15%)**

- Manage volunteer engagement efforts in support of local policy and ballot initiatives in collaboration with our Director of Government Relations.
- Manage and coordinate a speaker's bureau, with staff or volunteers presenting to public audiences.
- Manage, coordinate, and sometimes join the volunteer ambassadors to do outreach at events, including evenings and weekends, to build awareness and increase community participation in redwood protection.

### **EVENT MANAGEMENT (10%)**

In close collaboration with the team, plan, manage, and execute volunteer and engagement events. This includes:

- Manage event timelines, budgets, and more to ensure logistics are seamless, and all participants have a positive experience.
- Address challenges and unexpected issues during events promptly and efficiently.

- Effectively communicate event details and goals to volunteers, donors, staff, and stakeholders.
- Creating event-related communications, utilizing various methods including printed materials, social media, and emails across several platforms (Every Action, Eventbrite, Paperless Post, Wordpress, etc.), and in collaboration with the Development and Marketing teams.
- Maintain the storage unit by organizing, tracking, and restocking event supplies and materials.

### **INTERNSHIP PROGRAM DEVELOPMENT (10%)**

Building on the success of the Volunteer Program, develop a framework for an internship program that provides a pipeline for people interested in conservation and non-profit work. This is a growth opportunity for the organization, which this position will lead. The initial duties include:

- Research other programs and needs in the community
- Collaborating with other staff to identify needs internally
- Develop a framework for an internship program

### **KNOWLEDGE AND SKILLS**

- Demonstrated passion for land conservation and enthusiasm for connecting people to the land.
- Experience in maintaining volunteer databases for tracking and organizing.
- Proficiency with Raiser's Edge NXT or a similar CRM.
- Proficiency with Every Action (EA) or similar software for digital communications and event registration
- Proficiency with Asana for program management and team collaboration
- Demonstrated ability to build strong relationships and cultivate strategic partnerships
- Proficiency with public speaking, including delivering presentations, facilitating group discussions, and representing the organization to diverse audiences
- Event coordination and volunteer management, including scheduling, communication, in-field support, and program execution

### **QUALIFICATIONS**

- Bachelor's degree or equivalent experience; desirable majors and experiences include environmental studies, community development, or communications.
- 2+ years of experience in volunteer supervisory or management role.
- 1+ years of event planning and management experience
- Exceptional relationship-building and interpersonal skills; outgoing, energetic, and people-oriented.
- Professional written and verbal communication skills in English with the ability to write promotional materials.
- Nuanced understanding and experience in creating cross-cultural and culturally sensitive programs and events.
- Professionally represent Sempervirens Fund in a variety of settings and situations.
- Close attention to detail, accuracy, excellent organizational skills, and ability to multitask and prioritize.
- Ability to see big picture concepts and details to accomplish project goals and track in Asana.
- Proficiency with common computer operations, including Windows OS and Microsoft Office (Outlook, Word, Excel).
- A valid driver's license, safe driving record, and access to a vehicle.
- Ability to work on weekends and in the evenings as needed.
- Ability to lift 20lbs and ability to hike on uneven surfaces for 5 miles.

<b>Position Title:</b>	Community Engagement Manager
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<b>Reports to:</b>	Chief of Philanthropy
<b>Location:</b>	Sempervirens Fund's office is based in Mountain View, but we protect land throughout the Santa Cruz Mountains. You must be located in the Bay Area or Santa Cruz to be considered. You will mostly work remotely but must be available to attend monthly in-person meetings as well as volunteer and community events—occasional evening and weekend work.
<b>Salary Range:</b>	\$80,000 - \$90,000 per year
<b>Position Classification:</b>	Full-time, Exempt
<b>If this sounds like the right position for you:</b>	<p>Please email a cover letter and resume (combined into a single PDF if possible) to <a href="mailto:opportunity@sempervirens.org">opportunity@sempervirens.org</a> with the subject line: "Your Name – Community Engagement Manager"</p> <p>In your cover letter, please:</p> <ul style="list-style-type: none"> <li>(1) list your current zip code located within the Bay Area or Santa Cruz,</li> <li>(2) tell us where you heard about the position,</li> <li>(3) describe what competencies you have that will support your success in this position, and</li> <li>(4) tell us why you are interested in engaging people and creating awareness about land conservation</li> </ul> <p>Priority given to applications submitted by February 23, 2026, but submissions accepted until the position is filled.</p>