

# CONSERVANCY

FOR CUYAHOGA VALLEY NATIONAL PARK

1403 West Hines Hill Rd., Peninsula, Ohio 44264 | 330-657-2909 | [www.conservancyforcvnp.org](http://www.conservancyforcvnp.org)

## **Position Announcement** **Community Engagement Manager**

July 28, 2022

### ***Who we are:***

The Conservancy for Cuyahoga Valley National Park enriches people's lives and enhances our region by inspiring use, preservation, and support of Cuyahoga Valley National Park. We provide spaces for people to experience a thriving community and are a well-managed and sustainable organization, empowered to accept new challenges and explore new opportunities. Relationships with individuals, organizations and surrounding communities are at the center of the work we do.

We are committed to equity and justice in our organizational practices. We embrace diversity and practice inclusion internally and externally, assuring that all people are welcome in the park, in employment, in volunteerism and in Conservancy programs. We strive to provide a welcoming, collaborative, fun, and meaningful work environment and are committed to the health and well-being of our employees.

### ***The opportunity:***

A candidate with strong interpersonal and communication skills will not want to miss this opportunity to demonstrate their initiative and creativity to champion internal diversity, equity, inclusion, and access efforts and policies with the Conservancy! The Community Engagement Manager will also play a key part in establishing and strengthening partnerships with HBCUs and local colleges and universities. The external focus of this position will support our goal to foster environmental career exploration and create an employment pipeline through broadening our community outreach and providing service corps and internship opportunities.

### **Position Description, Essential Duties (other duties as assigned):**

#### ***What you'll do:***

- Work directly with Community Partnerships Department to establish new and strengthen existing community relationships to enhance connections between Conservancy, National Park Service and partners.
- Provide insight to the Conservancy's work and commitment to environmental preservation, social justice, DEI+A, and health and wellness.
- Identify and coordinate training and/or shared learning opportunities with staff around DEI+A.
- Conduct research to reflect and better understand community needs.
- Establish systems and practices and procedures for allocation of funds and resources for community partners.
- Employee must be able to satisfactorily perform the essential duties/functions as outlined in the position's job description.

### **Minimum Qualifications:**

#### ***Candidate we're looking for:***

- Excellent interpersonal, communications, public speaking, presentation, listening and writing skills.

- Prior experience in establishing partnerships between education and community organizations preferred
- Previous experience and a successful record of achievement in working in diverse communities and promoting inclusion and equity.
- High school diploma required. College degree preferred.
- Project management experience with ability to implement change strategies in partnership with the organization's leadership and external partners preferred.
- An assertive self-starter with the ability to work independently with self-direction as well as in a team environment. Takes initiative, thinks creatively, and drives projects and initiatives to completion. Ability to organize and manage multiple priorities within established timelines
- Reliable transportation is required. This position will require local on-going /scheduled travel to partner organizations.
- The employee must be able to work the assigned hours for the position, including other hours assigned for special events as needed.
- While performing the duties of this job the employee is occasionally exposed to outside weather conditions while walking between various park buildings. The noise level in the office environment is moderate to quiet. Employees are regularly required to stay stationary in an office environment. The employee is occasionally required to lift up to thirty (30) pounds. This position may require significant amounts of keyboarding due to administrative requirements.
- Ability to speak, read, and write clearly and coherently in the English language.
- Knowledge and experience using word processing, e-mail, internet software, presentation software and data base software. Ability to use computer, fax machine and telephone.
- Every Conservancy employee must understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity, and inclusion.
- All employees of the Conservancy for Cuyahoga Valley National Park are required to submit to a background check and/or fingerprint check prior to employment. Background checks may be subject to repeat every five (5) years. Employees of who will be working around children must be fingerprinted for criminal record check for the state of Ohio and FBI fingerprint checks. The Ohio BCI and FBI fingerprint checks are repeated every five (5) years. All employees working with children must also sign an Annual Voluntary Disclosure Statement and will be checked against the National Sex Offender Database website on an annual basis.
- The Conservancy's COVID-19 Safety Policy is that all employees entering the workplace must be fully vaccinated against COVID-19. Requests for accommodation for religious or medical reasons will be evaluated in accordance with applicable law.

**Status/Pay/Benefits:** Full-Time, Non-exempt, \$19.00 - \$21.00 hourly range. Excellent benefits package including medical, dental and vision coverage, a fully vested 403(b) retirement plan, and generous leave time.

**To Apply:** Send cover letter and resume to [apply@forcvnp.org](mailto:apply@forcvnp.org), with the subject line reading **Community Engagement Manager**. This is an immediate opening and posting closes when position is filled.

*The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.*