

# 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 Director**

July 28, 2022

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

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 leader with proven success building relationships with community organizations will have the opportunity to be responsible for stewardship of Conservancy engagement programs, advocacy efforts and initiatives. In collaboration with National Park Service personnel, this director level leadership role will also internally provide strategic direction for the Cuyahoga Valley National Park robust volunteer program. Reporting to the VP of Community Partnerships, the Community Engagement Director will represent the Conservancy and serve as the trusted spokesperson for these efforts.

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

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

- Effectively integrate community input and establish productive relationships with community organizations.
- Assist the President & CEO in leading advocacy efforts for the Conservancy. Research topics for advocacy to develop platforms around environmental preservation, environmental justice, and public lands.
- Establish effective approaches to engage Conservancy members in advocacy efforts.
- Provide strategic direction and oversight to the volunteer program including recruiting, orientation, training, communication, and recognition. Coordinate with NPS personnel and supervise volunteer staff.
- Serve as the liaison for Special Park projects where Conservancy and/or community input is needed.
- Effectively collaborate with the VP of Community Partnerships to determine ways to represent the Conservancy in the community. Collaborate with the Philanthropy staff to enhance the Conservancy's membership program and engage members in activities and events that lead to a deeper engagement with the Conservancy's mission.
- 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:**

- A Bachelor's Degree from an accredited university in Business, Volunteer Services, Non-Profit Management, Parks and Recreation, or related field or equivalent is desirable.
- A minimum of three years of proven experience in working with the general community and organizations.
- A minimum of three years' experience with community-based work. Capacity and desire to work with diverse constituencies, and a commitment to public interest.
- Demonstrated ability to initiate and manage projects, strong organizational and administrative skills.
- Previous successful experience working with multiple staff, volunteers, and program responsibilities.
- Excellent interpersonal and leadership qualities with the ability to establish effective business relationships.
- Must have the ability to take initiative, think creatively, and drive projects and initiatives to a successful completion.
- Proficiency in Microsoft Office Suite. Must be able to use computer, multifunction copier, AV equipment and phone.
- Ability to speak, read, and write clearly and coherently in the English language.
- Reliable transportation is required. Must be able to travel frequently throughout the park.
- Employees who are required to drive a Conservancy and/or government vehicles per their essential job duties must have a valid Driver's License, evidence of insurability, and meet our driving record policy. Employee may be required to participate in and pass the government Defensive Driving course.
- While performing the duties of this job the employee is occasionally exposed to outside weather conditions when planning and coordinating events; occasionally required to walk between buildings and hike on trails and uneven terrain; significant keyboard and phone use required; occasionally required to lift up to 30 pounds, the noise level in the office is moderate to quiet.
- 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, Exempt, salary range \$55,000 - \$60,000. 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 Director**. 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.*