

Community Engagement Coordinator Job Description

About Us

North Branch Nature Center's mission is Connecting People with the Natural World. We envision a world where people of all ages learn, teach, and play together in nature, supporting healthy, resilient communities and ecosystems. More than 17,000 people visit North Branch Nature Center (NBNC) annually to be immersed in the natural world through environmental education, natural history, and community science programs. Our 28-acre preserve of forest and fields is nestled in a gentle bend of the North Branch of the Winooski River, just two miles from downtown Montpelier, Vermont, and is also popular as a year-round place to walk, ski, swim, or simply to do nothing beside the river.

Justice, Equity, Diversity, and Inclusion at North Branch Nature Center

We are committed to making our natural areas, our organization, and our entire community a more inclusive and equitable place. Steps taken to date are detailed [here](#). Continuing the newer role of Community Engagement Coordinator is important for the ongoing strategic growth of NBNC. We are excited to take our community engagement work to the next level together, as we continually work to expand our community, include those from marginalized identities, and ensure that all who come to NBNC feel safe and welcome.

The Position

NBNC is seeking a full-time Community Engagement Coordinator (CEC) to join our dynamic team of educators, naturalists, and administrators. We believe that all people deserve access to nature and nature education, and we are actively working to address the barriers that exist to making that a reality.

The CEC plays a central role in expanding NBNC's relationships with the wide range of diverse communities that make up Central Vermont. Historically, NBNC has under-engaged Black, Indigenous, and People of Color, rural, immigrant, disabled, low-income, LGBTQIA+, and other communities and organizations, though we have made strides to expand our community in the past few years and have developed several new and successful programs and partnerships. The ideal candidate for this position has existing relationships with some of the communities above and is excited to build new relationships with other communities.

Reporting to the Executive Director and working closely with members of the program and administrative teams, the CEC focuses on community engagement, program and partnership development, and access, equity, and inclusion in all our nature-based programs and organizational initiatives. The CEC deepens NBNC's existing community partnerships and develops new collaborations locally and beyond. The majority of the CEC's role is in the field and community, implementing programs and doing community outreach, with some administrative work, in program development, design, communication, and marketing along the way.

Responsibilities include:

- (60%) Programmatic and Partnership Responsibilities
 - Deliver onsite and offsite nature connection programs, events, presentations, and field trips designed to reach, welcome, meet the needs of, and expand nature access to newer participants. Examples of some already established programs include Camp BranchOUT, inclusive paddle outings, hikes with Central Vermont affinity and community groups, ECO (Educating Children Outdoors), and Visiting Teacher-Naturalist.
 - Cultivate and deepen relationships with Black, Indigenous, and People of Color, rural, immigrant, disabled, low-income, LGBTQIA+, and other communities and organizations we haven't engaged historically and/or with whom we have newly developed partnerships and relationships.
 - Attend community and organization events to cultivate relationships with existing and potential NBNC partners.
- (20%) Communication Responsibilities
 - Support outreach, communications, and marketing around community engagement programs and partnerships, and NBNC programs more generally, through website, social media, digital, and print platforms, with an emphasis on digital platforms, marketing material creation, and social media content collection and creation.
- (20%) Administrative Responsibilities
 - Support and inform organizational strategies and initiatives to reach community expansion goals identified in [NBNC's 2025-2029 Strategic Plan](#).
 - Design and implement regular staff discussions on Justice, Equity, Diversity, and Inclusion topics relevant to NBNC's mission, geography, and areas of focus.

- Attend to organizational commitments such as staff meetings, retreats, and committee duties.
- Other duties may emerge over time that necessitate the adaptation and rebalancing of the above activities as this position, and the organization, evolve.

Qualifications

- A passion for NBNC's mission of *Connecting People with the Natural World*.
- 3+ years of experience in project/program coordination and/or 3+ years of experience working with marginalized communities, including BIPOC, LGBTQIA+, disabled, low-income, rural, and historically under-resourced communities. Preference for experience working with both kids and adults. We recognize lived experience as part of this experience.
- Demonstrated ability to engage communities; motivate, collaborate, and negotiate with diverse individuals and groups; and develop and maintain reciprocal and respectful relationships and partnerships.
- Strong teaching skills, with preference for experience teaching both kids and adult, and preference for nature-based, place-based, or outdoor teaching experience.
- Strong naturalist skills, with a preference for knowledge of and experience teaching about Vermont/New England natural history and environmental topics.
- Strong written and verbal communication skills. Experience with marketing including digital outreach, marketing material creation, and social media content collection and creation.
- Strong project management and organizational skills.
- Ability to utilize computers and technology efficiently.

Position Details

Compensation and Benefits: Annual salary of \$50,710. Benefits package includes health insurance, paid holidays, paid sick time, and paid leave. It also includes Flexible Spending and Dependent Care Accounts, a SIMPLE IRA retirement plan, NBNC program fee waivers, and pro deals. While this position is mostly in-person in Montpelier or in the field, we do have a flexible work-from-home/office policy for applicable times.

Job status: Full time, exempt, year-round position.

Reports to: NBNC Executive Director.

Supervises: No supervisory duties.

To apply: Submit cover letter and resume to naomi@northbranchnaturecenter.org. Open until filled, priority given to applications received by March 17th.