

**COMMUNITY OUTREACH AND ENVIRONMENTAL COORDINATOR**

**EXEMPT: No DEPARTMENT: Parks & Recreation**

**REPORTS TO: City Manager PAY RANGE: $22.50--$26.50 Hourly**

**Job Summary:** The Community Outreach and Environmental Coordinator will oversee various projects including the revitalization of Crystal Lake and Arkansas Valley Fairgrounds, implementing nature-based classrooms, Rocky Ford RV Park development, a comprehensive program that integrates the [Cities Connecting Children to Nature initiative](https://www.childrenandnature.org/nature-everywhere-action-challenge/), and [Regional Partnership Initiative](https://cpw.state.co.us/colorado-outdoor-regional-partnerships-grants) program. This role involves managing multiple projects aimed at enhancing community engagement with nature, promoting conservation, fostering recreation-based economic development, and building strong regional partnerships. The ideal candidate will have a diverse background in environmental education, community planning, community development, and project management, with a passion for sustainability and community well-being.

This is a two-year grant-funded position. There is an opportunity for continued employment contingent of grant funding.

**Work Environment:** This position is primarily in-person, based out of our office in Rocky Ford, Colorado. However, the Community Outreach and Environmental Coordinator will frequently work out in the community, engaging with partners, attending and hosting events, and collaborating with various stakeholders across Southeast Colorado. Community engagement is a vital aspect of this role, and the ability to connect with both existing and potential partners is essential for success. Flexibility in work hours is necessary to accommodate events. The community outreach and Environmental Coordinator will work with SECO ROAM (Southeast Colorado Recreational Outdoor Alliance Movement) is a six-county collaborative effort that seeks to balance outdoor recreation, and conservation, bolster support for our agricultural community, and increase economic development while fostering community health and engagement. The six counties we serve are: Otero, Bent, Crowley, Baca, Prowers, and Kiowa.

**Project and Program Description:**

* **Revitalize Local Recreation Areas:** Oversee projects aimed at improving and maintaining local parks and recreational spaces.
* **Develop Nature-Based Classrooms:** Create and implement educational programs that utilize natural settings to enhance learning experiences.
* **Youth Advisory Council:** Establish and support a council to engage youth in community decision-making and leadership.
* **Los Promotores Program:** Work with local Latino leaders and communities to increase involvement in recreation and environmental education.
* **Access to Nature:** Lead initiatives under the Cities Connecting Children to Nature program to ensure equitable access to natural spaces.
* **Partnership Building:** Collaborate with various stakeholders, including agricultural communities, food producers, and conservation organizations, to support tourism and recreation, and identify and address the needs of agricultural communities and food producers in relation to outdoor recreation and conservation.

**Key Responsibilities:**

1. **Program Leadership and Management:**
	* Co-lead the strategic planning, implementation, and evaluation of integrated projects, including nature-based programs, recreation initiatives, and economic development efforts.
	* Develop and manage work plans, timelines, budgets, and deliverables across multiple projects.
2. **Project Development and Implementation:**
	* Oversee the design and execution of green schoolyard projects, including planning, construction, and educational programming.
	* Manage the development of an RV park as a recreational and economic asset, including infrastructure planning, event scheduling, and sponsorship acquisition.
3. **Environmental Education and Community Engagement:**
	* Recruit and manage teachers, volunteers, and program staff while collaborating with local partners to develop and implement educational programs and activities that foster environmental awareness and promote outdoor learning experiences.
	* Engage community members in conservation efforts, recreational activities, and sustainable practices.
	* Organize events, workshops, and outreach campaigns to raise awareness and participation.
4. **Partnership Development and Stakeholder Engagement:**
	* Build and maintain relationships with a wide range of stakeholders, including city and county officials, school administrators, community organizations, businesses, local food producers, and residents.
	* Facilitate collaboration among partners to support program initiatives and foster regional cooperation.
	* Organize and lead meetings, workshops, and community engagement sessions.
5. **Economic Development and Resource Management:**
	* Identify and pursue opportunities for recreation-based economic development, including tourism, events, and local business support.
	* Develop strategies to attract sponsorships, grants, and other funding sources.
	* Manage program budgets and resources, ensuring efficient and effective use of funds.
6. **Grants Management**:
	* Identify and research potential funding opportunities to support SECO ROAM’s initiatives and long-term goals.
	* Write and submit compelling grant proposals, ensuring alignment with funding requirements, or demonstrate a willingness to learn and develop grant writing skills.
	* Manage awarded grants by tracking budgets, deadlines, and reporting requirements to ensure compliance and successful project outcomes.
7. Other duties as assigned.

**Qualifications:**

* Bachelor's degree preferred in Environmental Science, Planning, Public Administration, Education, or a related field.
* Minimum of 5 years of experience in program management, environmental education, planning, or a related field.
* Experience with grant writing and fund development.
* Proven experience in managing multi-faceted projects and building strong partnerships.
* Strong leadership, communication, and interpersonal skills.
* Ability to work independently and as part of a team, with a strong commitment to diversity, equity, and inclusion.
* Proficiency in project management tools, Microsoft Office Suite, and relevant software.
* Bi-lingual or a deep cultural connection to the 6-county community.

**Compensation & Benefits**:

* Competitive salary based on experience.
* Health insurance, generous PTO, and professional development opportunities.
* Work with a passionate, mission-driven team.

**Equal Opportunity**:

The City of Rocky Ford is an equal opportunity employer, committed to diversity and inclusion in all aspects of employment and programming.

**How to Apply**:

If you are passionate about education, the outdoors, and supporting youth development, we encourage you to apply! Please submit your resume and a cover letter outlining your qualifications and interest in the position.

**Application Process:**

**To apply please scan the QR Code:**

Or email your resume with a cover letter to Stacey Milenski at: smilenski@rockyford-co.gov. Position open until closed.

**Location:** Position is full-time and in person at the City of Rocky Ford, 203 S. Main Street, Rocky Ford, CO 81067.