



Alamosa Community Engagement Coordinator

Rio Grande Revitalization Project

San Luis Valley Great Outdoors (SLVGO)

Supervisor: Executive Director

\$40000/ year with benefits for one year of funding

Rio Grande Revitalization for Alamosa, CO

Scope of Work

San Luis Valley Great Outdoors, San Luis Valley Local Foods Coalition, Rio Grande Farm Park, the City of Alamosa, Alamosa County and The Trust for Public Land will work in partnership on a project to create the foundation for the Rio Grande Revitalization Project which will provide more outdoor recreation and trail opportunities in the city of Alamosa and Alamosa County. The goals of the project are to develop: 1) a community-driven vision for Rio Grande Revitalization that connects to long-term goals for community health and well-being, increasing livability, and attracting and retaining talent; 2) a land acquisition/ easement strategy along the Rio Grande corridor; and 3) tools, including visualizations that will help this team take necessary steps to advance the strategic plan developed from this scope of work.

POSITION SUMMARY

The Community Engagement Coordinator (CEC) works with the SLVGO Executive Director to build broad-based, sustained local support for SLVGO addressing general health, economics, community engagement, and community education/ learning by creating connections and coordinating activities to engage the constituents of Alamosa, CO. The CEC maintains a consistent focus on ensuring SLVGO's work is constituent centered and regularly connects and networks with stakeholders in Alamosa communities to help understand the best ways to resonate with our audiences. The CEC understands and is embedded in the local community, serving as a representative for SLVGO and the Rio Grande Revitalization Project, providing an open feedback loop with the public thus striving to improve programs, services and resources that the SLVGO provides to the community as part of implementing its mission.

The CEC coordinates identifying projects, recruiting, supporting, and recognizing partners and other members of the public, including private businesses and organized groups. The CEC builds and manages a partner database, promotes volunteer leadership, facilitates communication between partners and ensures continuity and quality of all programs. This person provides leadership and direction to the volunteers and works cooperatively with partner organizations, agencies and businesses.



JOB DUTIES AND DETAILS

PROJECT IDENTIFICATION AND SUPPORT

Work with partners to identify and develop partner and other engagement projects and opportunities that support the goals of the SLVGO and Alamosa's Rio Grande Revitalization Project. Develop and prioritize projects and assist in identifying potential funding opportunities to support Alamosa's identified projects and future capacity for the CEC. This will include writing, submitting, and managing a variety of grants.

COALITION COMMUNICATIONS

Develop effective strategies to recruit the public and private sector to support the organizational mission. Work with Executive Director to promote the involvement of local businesses, civic groups and other members of the public to provide volunteer time, resources or services to build upon the coalition for the SLVGO. Work to coordinate and publicize events and activities through social media, potentially an e-newsletter and other media outlets. Publicize accomplishments to public and partners to reinforce the SLVGO's brand as the San Luis Valley's trail and outdoor recreation entity, and to establish its position as the place with which to affiliate for those interested in advocating, educating, and collaboration on trails and outdoor recreation.

TRAINING AND RECOGNITION

Work with Executive Director to provide support, training and recognition for volunteers/ partners including written job descriptions, training and orientation materials. Plan and oversee volunteer/ partner appreciation events and other activities, coordinate awards and other forms of appreciation.

PARTNER LEADERSHIP

Leverage the capacity of SLVGO Partners by developing a structure to encourage and support their leadership. Communicate with peer organizations to share ideas for creating and maintaining an exceptional partner relationships including involvement with professional associations and attending conferences or meetings.

ADMINISTRATION

Maintain a database of partner, community outreach, and project information. Track hours, accomplishments and support provided to Alamosa's Rio Grande Revitalization Project to develop statistical data for promotional and management purposes. Maintain tracking database for all strategic partnerships. Develop strategies for partner engagement or products and services provided to partners. Assist in writing and refining SLVGO grant writing projects by merging partner and project data.



IDEAL BACKGROUND AND REQUIREMENTS

1. Experience in trails, outdoor recreation, in community relations or outreach, membership, campaign or event planning, communications, marketing, customer service and/or promotions.
2. Experience with grant writing or proven ability in written communications.
3. Strong interpersonal and communication skills with the ability to motivate and influence others to act.
4. Demonstrated collaboration and communication skills, including use of social media, to work effectively with a wide range of people from diverse backgrounds and with different experience levels.
5. Strong organizational skills and ability to prioritize tasks and manage projects simultaneously. Must be detail oriented and able to work independently.
6. Willingness to travel locally or regionally and work flexible hours, including weekends and evenings.
7. Ability to work well under pressure and meet deadlines.
8. Experience with computer programs, including Word, Excel and database management and publication software.
9. Commitment to trails and outdoor recreation goals of the SLVGO Coalition.

Please send resume and cover letter to slvgreatoutdoors@gmail.com by November 1st at 5pm. Your letter and resume should demonstrate the skills you bring to SLVGO and the Alamosa Rio Grande Revitalization Project via your pertinent experience.