



1600 Spring Valley Rd  
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## **Position Opening:** **Community Outreach Coordinator**

**About Teatown:** Teatown is a nonprofit nature preserve and environmental education center located in New York's Lower Hudson Valley. Our mission is "to inspire our community to lifelong environmental stewardship." Our programs reach more than 20,000 students and community members annually. With 1,000 acres, Teatown is the largest community-supported non-profit nature preserve in Westchester County. Our aim is to conserve open space for future generations through science-based stewardship initiatives that protect habitats, biodiversity, and the ecosystem services we depend upon. We offer 15 miles of hiking trails; a Nature Center with indoor and outdoor animal exhibits; a two-acre Wildflower Island refuge for more than 230 species of native wildflowers; and year-round programming for adults and children.

Teatown is seeking a motivated, enthusiastic, and professional individual to support Teatown's outreach efforts, with a focus on expanding our reach into the diverse communities that surround Teatown. The Community Outreach Coordinator will also be a crucial thought partner and will provide support for Teatown's Senior Team, helping with media content creation, public engagement, event assistance, and other efforts as needed.

**Schedule:** 20 hours per week including weekends

**Supervisor:** Associate Director of Events and External Relations

### **Purpose of this Position:**

- Represent Teatown at external community events such as Earth Day in Ossining, Street Fair and Grange Fair in Yorktown, and other events throughout surrounding communities.
- Assist in planning and delivering community events at Teatown such as annual EagleFest and PlantFest. Serve as Teatown staff presence at events held at Teatown that are hosted by external parties.
- Work directly with students, visitors, and the community to educate about environmental stewardship and conservation, including running public workshops and/or citizen science programs on topics of environmental importance.



- Foster and maintain relationships with local community-based environmental organizations via in-person, phone-based and email communications.

**Successful Applicant Must Have:**

- Bachelor's degree with a minimum of two (2) years' experience in a related field, such as Environmental Studies, Education, Outdoor Recreation, Wilderness Studies, or similar fields.
- Valid driver's license and a clean driving record.
- Experience in advocacy, community outreach, and events.
- Ability/willingness to attend frequent evening and weekend meetings and events.
- Strong interpersonal skills; excellent verbal and written communications skills.
- Comfort collaborating with all sorts of people; friendly, outgoing personality.
- Familiarity with Westchester County and New York communities.
- Must have good customer service skills and be able to balance more than one project at a time.
- High degree of integrity, professionalism, and punctuality for all events.
- Must be able to work well independently as well as part of a team.
- Bilingual (Spanish) is a plus.
- Interest in Teatown mission, environmental issues, conservation, and green living.
- Ability to lift 25 pounds and perform work that requires periods of standing and walking.
- Ability to work outdoors in various weather conditions.

**This position involves having direct contact with the public which requires candidates to be fully vaccinated against Covid-19, including booster shot(s) where applicable.**

**Job Type:** Part-time

**Compensation:** \$22 per hour

**Schedule:** 20 hours

**Instructions:** To apply, please send your résumé and cover letter to Karina Tarnawsky at [ktarnawsky@teatown.org](mailto:ktarnawsky@teatown.org). No phone calls please.

*Teatown is an equal opportunity employer. We are committed to a diverse and inclusive environment for all employees.*