



## **Mississippi Valley Conservancy Job Posting**

### **Community Engagement Coordinator**

**Full-time salaried, 40 hours a week**

**Salary Range: \$42,000 – \$46,000**

**Location: La Crosse, WI**

**Desired Start date: Early September**

### **Join Our Team!**

Are you passionate about making a positive impact on the environment? Do you enjoy working with people, organizing operations, and contributing to a meaningful mission? If you are detail-oriented, organized, and collaborative, we have an exciting opportunity for you!

### **About Us**

Mississippi Valley Conservancy is dedicated to conserving native habitats and farmlands in the Driftless Area to benefit current and future generations. In response to rapid climate change, we help landowners and communities protect their land while restoring biodiversity and resilience. We work with private landowners through conservation easements and manage public nature preserves, promoting outdoor recreation that enhances physical and mental well-being.

### **Position Overview**

The Community Engagement Coordinator advances the Conservancy's mission through strategic communications, community outreach, volunteer coordination, and digital engagement. The ideal candidate is highly organized, a skilled communicator, and passionate about conservation and community connection.

**Reports to:** Director of Communications

### **Key Responsibilities**

#### **Volunteer Coordination & Outreach**

- Maintain a volunteer tracking system capturing skills, interests, and availability.
- Implement a welcoming onboarding process with timely personal follow-up for new inquiries.
- Coordinate volunteer recruitment, scheduling, and communications for events.
- Help plan and support a volunteer appreciation event.
- Assist at outreach events as needed.

#### **Event Logistics & Support**

- Manage event record-keeping, scheduling, confirmations, registration, and RSVP tracking.
- Gather and order event supplies; maintain a supply inventory.
- Solicit auction items for the annual fundraiser.
- Occasionally support volunteers on-site at events including in-office mailings.

#### **Website & Email List Management**

- Maintain and grow the organization's email list, adding members, program participants, certificate holders, and volunteers via the email marketing platform.
- Assist with website content updates and improvements as time allows.

#### **Social Media & Event Promotion**

- Draft and publish promotional posts for volunteer events to build awareness and drive participation.
- Create and manage event listings across social media platforms and local community calendars.
- Support content posting on Facebook, Instagram, and other relevant platforms.
- Implement a calendar for sponsor recognition across digital channels.

## **Qualifications and Skills**

### **Required**

- Strong written and verbal communication skills; outgoing and able to relate to a wide range of people.
- Ability to work independently, manage competing deadlines, and adapt priorities to meet organizational needs and timelines.
- Experience with social media platforms including scheduling and engagement.
- Proficiency with Microsoft Office or Google Workspace.
- Highly organized with strong attention to detail and ability to manage multiple projects simultaneously.
- Genuine interest in environmental stewardship, the outdoors, and community engagement.

### **Preferred**

- Experience with email marketing tools or digital communications platforms.
- Familiarity with website management.
- Experience coordinating volunteers, community events, or outreach programs.

## **Compensation and Benefits**

- **Salary range** \$42,000 to \$46,000 based on experience and specific expertise
- Full-time, exempt position, working 40 hours per week. The Conservancy is committed to keeping the workload aligned with the true hours worked and respecting the space needed to take personal time to care for your well-being
- Benefits include:
  - In the first year, 10 days of vacation (increases with years of employment), 12 days medical leave per year, 5 days of personal leave, and 12 paid holidays.
  - Medical insurance, and 4 percent of annual salary match contribution to a retirement plan
  - After 12 months of employment, employees are eligible for up to 60 days of parental/adoptive/medical leave with 30 days paid
  - Opportunities for continuing education through professional workshops and conferences
- An organizational culture that seeks, integrates, and nurtures self-direction, collaboration, diversity, equity and inclusion with all employees

## **Application and Hiring process**

- Our hiring team will schedule interviews when qualified candidates are identified. Finalists will be invited to a second interview; at that time, we will ask for three professional references relevant to this position.
- Submit a resume and one-page cover letter (including where you heard about the position) as a single PDF to [info@mississippivalleyconservancy.org](mailto:info@mississippivalleyconservancy.org). Position is open until filled.