



## Join Our Team – Community Conservation Manager

### Position Summary

**Bayou Land Conservancy seeks a goal-oriented, team-player to increase community engagement, support community conservation goals, and assist with the stewardship of our lands to ensure that everyone feels welcome and safe at our public spaces.**

Bayou Land Conservancy (BLC) is a nonprofit organization that preserves land along streams for flood control, clean water, and wildlife. For more than 25 years BLC has been at the forefront of land conservation in the Houston region. With more than 15,000 acres protected in SE Texas, our land protection focus area is the Lake Houston watershed, which provides drinking water for millions of people each day. We also host thousands of people each year on our 14-mile Spring Creek Nature Trail, near The Woodlands, and at our various other public preserves. Our Ambassador Program provides environmental education to our community and helps support our land conservation projects. Our office is in The Woodlands. To learn more about BLC, please visit [www.bayouland.org](http://www.bayouland.org) or find us on social media.

### Job Description

**Position:** Community Conservation Manager

#### **General Statement of Duties:**

This position will provide leadership for Bayou Land Conservancy (BLC) in developing outreach strategies and volunteer engagement opportunities that support BLC's mission and will also support the stewardship of several key preserves along Spring Creek. The Community Conservation Manager is an outward-facing role tasked with directly involving a wide range of stakeholders in the community to advance BLC's mission. The Community Conservation Manager will have a key role in executing our Diversity, Equity, Inclusion & Access Plan through strategic engagement of, and developing equitable partnerships with, diverse groups who have not traditionally been included in land conservation work. The DEI&A Plan, along with a recent Community Conservation Assessment, will provide guidance in meeting BLC's goals for building relationships.

**Schedule Considerations:**

- Coordinate a regular schedule of guided hikes, including weekday and weekend events.
- Lead our Ambassador program, held twice a year on weekends in the spring and fall.
- Organize and host “Brews and Bayous” event twice a year on weekends, designed to engage new and existing supporters in a casual outdoor setting.
- Plan and supervise volunteer trail workdays, including maintenance on the Spring Creek Nature Trail and other preserves.

**Job Responsibilities:**

1. Plan and execute outdoor programs and events that engage BLC staff, Board of Directors, members, corporate partners, volunteers, and the community in support of BLC’s mission.
2. Schedule, develop, and coordinate volunteer events for individuals, community organizations (e.g., Outdoor Afro, Latino Outdoors), and corporate partners across BLC-managed lands.
3. Serve as primary staff liaison with Equitable Community Engagement Committee. Work with the committee to sustain, evaluate, and grow programs such as the Ambassador Program and other programs overseen by the committee.
4. Lead volunteer programs on the Spring Creek Nature Trail (SCNT), including oversight of the Trail Crew and Eco-Stewards.
5. Collaborate with the Land Stewardship Manager to conduct annual monitoring of conservation lands along the SCNT and at Spring Creek Greenway Nature Center.
6. Plan and lead group experiences and volunteer programs for corporate and community groups on certain BLC-managed and owned lands.
7. Collaborate with BLC natural resource staff to ensure that programs support broader conservation and stewardship objectives.
8. Coordinate member and public engagement events in partnership with the Advancement Director, with a focus on cultivating corporate and community partnerships that support BLC’s fundraising and membership growth goals.
9. Coordinate with the Advancement Director and Communications & Development Associate to promote programs and engagement activities via social media and other communication platforms.
10. Represent BLC through public presentations and community outreach, building awareness and support for the organization’s mission and impact.
11. Develop annual budget to support Community Conservation program in consultation with Executive Director.
12. Ensure accurate recordkeeping in Salesforce to track volunteer contributions, program participation, and member engagement in coordination with other staff.
13. Support additional organizational initiatives as needed, with a flexible and team-centered approach to advancing BLC’s mission, under the direction of the Executive Director.

**Qualifications:**

1. Commitment to BLC's mission.
2. Bachelor's Degree desired in natural resource field of study. Relevant experience or certifications can demonstrate acquired knowledge.
3. Excellent written and verbal communication skills.
4. Experience managing volunteers, and the ability to effectively present written and verbal information and respond to questions from the public and other stakeholders. Ability to relate well to people of various ages and from diverse ethnic and cultural backgrounds. Bilingual skills a plus.
5. Graphic design skills are a bonus to better promote your programs. We use Canva for many graphics projects.
6. Experience with social media
7. Ability to be outdoors in extreme heat, humidity, or cold.
8. Ability to work effectively in a small, busy, and highly efficient organization
9. Ability to work evenings and weekends, especially during the spring and fall busy season.
10. Ability to work independently and in a group setting.
11. Proficiency with Microsoft Word, Excel, Outlook, and Powerpoint applications required; experience with Salesforce (or equivalent donor database program) preferred.
12. Ability to maintain a valid driver's license, regular use of a car, current auto insurance and ability to travel throughout the greater Houston area.
13. Ability to work with sensitive information and maintain confidentiality. Final candidate will undergo a background check.
14. Experience or skills with trail work. Knowledge of tools and maintenance a plus.

**Compensation & Benefits:**

- Salaried, full-time exempt position with bonus potential
- Flexible 40-hour work week schedule
- Simple IRA with up to 3% annual salary match
- Health care, dental & vision benefits
- Starting 80 hours paid vacation and 12 paid holidays
- Salary commensurate with experience \$45,000-\$52,000
- Ability to work from home.

**Lines of Supervision:**

The Community Conservation Manager reports directly to the Executive Director.

Bayou Land Conservancy is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees and constituents regardless of differences based on an individual's race, color, religion, sex, age, marital status, veteran status, sexual orientation, disability, political affiliation, or any other protected characteristic. We value people of all

experiences, backgrounds, and perspectives, and we understand that diverse perspectives are crucial to ensuring a successful organization.

**DISCLAIMER:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this job class. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**HOW TO APPLY:**

To apply, email resume and cover letter to [info@bayouland.org](mailto:info@bayouland.org). No phone calls, please. If possible, please remove all identifying information (photos, LinkedIn, etc.) from your resume to help us reduce unconscious bias from our resume review process. We are committed to cultivating an inclusive environment where a diverse group of people can and want to do their best work, and that starts with our hiring practices.