



**SAN DIEGO CANYONLANDS**  
Promote. Protect. Restore.

## **Outreach Coordinator Job Description**

**Job Title:** Outreach Coordinator

**Job Duties:** CCI Educator, ECO Initiative Support, and Volunteer Support

**Reports To:** Outreach Program Manager

**FLSA Status:** Non-Exempt, Full Time (40 hours per week)

**Regular Workweek:** Tuesday - Saturday

**Role:** The Outreach Coordinator will be primarily responsible for planning and instructing the Canyon Connections Internship Program. Secondary responsibility is assisting the ECO Initiative, and Volunteer programs alongside the Outreach Manager and team.

The Canyon Connections Internship (CCI) program creates paid high school internships for City Heights youth and will involve student-led canyon improvement projects, peer mentorship, and community engagement.

The Outreach Coordinator is expected to work both in the field and in the office (working from home options are available). Workdays are Tuesday through Saturday. Volunteer events occur on Saturdays involving working with program participants, community members, and other volunteer groups. In these events, the Outreach Coordinator serves as a San Diego Canyonlands liaison representing the organization with the highest standards of professionalism in public communications. A Live Scan background check is required for this position.

### **The Outreach Coordinator will be responsible for:**

- Supporting curriculum development for the Canyon Connections Internship Program (CCI)
- Teaching CCI curriculum and training in both the classroom and outdoors
- Coordinating and working closely with school officials to recruit and support student interns
- Coordinating with San Diego Canyonlands staff, City officials, and community members to plan canyon projects
- Effectively overseeing habitat restoration in the field (supported by the team)
- Developing and administering intern assessments to track learning and progress
- Facilitating mentorship events between interns and middle school volunteers
- Reporting and tracking all data from the field to Outreach Program Manager
- Maintaining equipment for project activities
- Administrative duties include scheduling work days, tracking and reporting accurate hours with description of work accomplished, and submission of the timesheets on time.
- Attending public and private meetings and events relevant to job duties
- Willingness to learn new skills to increase effectiveness in performing job
- Performing miscellaneous duties as required

### **Required Qualifications:**

- Experience with environmental education and working with youth
- Completamente bilingüe en Inglés y Español
- Experience in lesson planning
- Flexibility and adaptability in the face of changing circumstances
- Ability and willingness to travel and transport supplies in reliable personal vehicle (mileage reimbursed)
- Maintain a valid driver's license
- Availability to work on weekends and evenings as needed

- Ability to conduct physically rigorous field work including standing/hiking and carrying up to 50 pounds

**Preferred Qualifications:**

- Experience with facilitating youth-led projects
- Having a connection to the City Heights community
- Experience facilitating volunteer events
- Experience fostering peer-to-peer mentorship for youth
- Previous experience with conflict resolution and problem solving

**Compensation:**

Hourly rate will range from \$21.00 to \$24.00, depending on experience. Benefits include 80 hours of paid time off, 12 paid holidays, and 40 hours of sick time. San Diego Canyonlands contributes significantly to health insurance costs, covers the administrative costs of a 401k retirement plan, and provides a cell phone reimbursement. Additional perks include ample training, flexible work schedule, monthly staff meetings, and monthly staff hikes.

*San Diego Canyonlands is an equal opportunity employer committed to a diverse workforce*