



## Employment Opportunity The San Diego River Park Foundation Engagement Coordinator

---

The San Diego River Park Foundation (SDRPF) was founded in 2001 to create a better future for the San Diego River and San Diego. Additional information about the organization is available at [www.sandiegoriver.org](http://www.sandiegoriver.org). The SDRPF relies on an engaged community of volunteers, advocates and donors to advance our vision of a better future for the San Diego River. We are seeking an energetic, self-motivated, reliable individual to fill the position of Engagement Coordinator. This person will be a member of a multi-person engagement team, working together to support engagement goals, including volunteer recruitment and training, outreach and community engagement, and implementation of engagement events.

### **Responsibilities:**

Volunteer Services: San Diego River Park Foundation programs are sustained by a group of student interns and recurring volunteers, whom we refer to as our “core volunteers.” These core volunteers contribute their time on a regular, on-going basis. Essential responsibilities:

- Recruit, train and maintain relationships with 50+ core volunteers to support education programs, sites and gardens, office admin volunteers, special event volunteers, and others as assigned
- Work with staff to identify core volunteer needs and opportunities and help develop strategies to meet these needs. Serve as a liaison between staff and volunteers
- Maintain relationships with contacts from groups and organizations from which volunteers or interns may find SDRPF, such as service clubs, universities, and more
- Maintain hours tracking database for volunteer recognition/reporting for these volunteers
- Strengthen the existing core volunteer and internship programs at the San Diego River Park Foundation to expand capacity of all SDRPF programs
- Field and manage volunteer inquiries
- Help address volunteer needs and issues that may arise
- Enjoy celebrating birthdays and milestones to have fun with volunteers

Event Coordination: The San Diego River Park Foundation coordinates events as a way of engaging community members in learning, service and appreciation of the River.

- Serve as primary coordinator for the annual River Kids Discovery Days event (March) and River Days event (May) including planning all logistics, maintaining an event schedule, communicating with partners, marketing, coordinating with staff, managing an event budget, and scheduling lead volunteers.
- Oversee tracking and reporting of metrics to evaluate engagement value of events
- Work with supervisor to sustain and grow engagement through these and other events

Disadvantaged Community Engagement: The San Diego River Park Foundation is embarking on a community planning effort to develop a recreation and trash-reduction concept for Forester Creek in El Cajon, a major tributary of the San Diego River. As part of this project, this staff person will:

- Work with team to develop strategy to build and engage stakeholder committee
- Participate in efforts to collect and analyze community input through presentations, outreach, tours, special events, and more
- Meet grant requirements and complete reporting

**Reporting:** This position reports primarily to the Community Engagement Manager, but will work as a member of a team.

**Hours:** Full time position (40 hours/week)

**Compensation:** \$15-17 per hour, dependant on experience, plus paid holidays, PTO and Health/Dental Benefits

**The Ideal Candidate Will:**

- Be committed to environmental mission of organization
- Have documented volunteer coordination, community outreach, partner management and/or community organizing experience (please describe in application)
- Have an outgoing personality and enjoy working with others
- Enjoy working in a dynamic, small office with student-interns and volunteers of all types
- Have strong public speaking skills
- Have basic knowledge of Excel, Word, PowerPoint and Google Drive
- Be flexible, adaptable, and organized
- Have strong multi-tasking and prioritization skills
- Be willing to work outdoors
- Must have a valid driver's license and good driving record. Ability to use personal vehicle for work travel preferred. Must be willing to travel for appointments and events, particularly to El Cajon.

**Other Desired Qualifications:**

- Volunteer leadership and/or management training/experience is highly desirable
- Customer service experience and/or customer communications a plus
- Event planning experience preferred
- Social media experience preferred (particularly Facebook and Instagram)
- Experience working with non-English speakers is a plus, particularly with Spanish or Arabic speaking communities
- College degree, or the equivalent in experience
- Some Saturday and evening work may be required

This job description is intended as a guide to the general job responsibilities and is not inclusive of every duty the employee may be expected to perform.

The San Diego River Park Foundation is an Equal Opportunity Employer.

**Deadline:** Open until filled

**Start Date:** Immediately

**Contact:** Please send an email with resume and cover letter to [sarah@sandiegoriver.org](mailto:sarah@sandiegoriver.org). Put "Job Inquiry: Full-Time Engagement Coordinator" in the subject line. No phone calls please.

**The San Diego River Park Foundation**  
4891 Pacific Highway, Suite 114  
San Diego, CA 92110

[www.sandiegoriver.org](http://www.sandiegoriver.org)