

Community Engagement & Outreach Manager

Champlain Area Trails

Westport, New York



An opportunity to join a dynamic trails and land conservation organization in the beautiful Lake Champlain Region of New York's Adirondack Park

Champlain Area Trails (CATS) seeks a Community Engagement and Outreach Manager who plays a vital role in our efforts to promote outdoor education, public hikes, and community involvement. *This position organizes hikes, events, and programs and expands our volunteer network and outreach to build public support and participation in advancing our mission. The CEOM works closely with the Executive Director, CATS staff, and dedicated volunteers of all ages to promote environmental awareness and conservation. We welcome all applicants, even those new to land trusts and trail organizations, as we will provide the necessary training to help you succeed in this important role.*

Organizational Information: Champlain Area Trails (CATS) is an accredited land trust founded in 2009 dedicated to creating and maintaining trails, protecting land, connecting people with nature, and promoting economic vitality in New York's Champlain Valley. CATS has created and maintains over 100 miles of trails, conserved 3,000 acres of land directly and through partnerships, and hosts numerous hikes, outdoor education outings, and volunteer events, engaging year-round residents and attracting thousands of visitors each year.

As an accredited land trust, CATS meets national standards for excellence, upholds public trust, and ensures permanent conservation efforts. The Land Trust Accreditation Commission accredited CATS in 2015.

Summary of Responsibilities: The Community Engagement and Outreach Manager (CEOM) oversees CATS' outdoor education activities, community outreach, and volunteer development. The CEOM schedules and implements hikes, events, and programs, expands the volunteer network and manages volunteers who help with trail and land management, office work, events, and public outreach activities. The CEOM reports to the Executive Director. Additional responsibilities include collaborating with other staff to host outreach activities to raise awareness, encourage support, and advance our mission.

RESPONSIBILITIES INCLUDE:

- Collaborate with CATS staff to lead, plan, schedule, and implement public activities and events throughout the year, including the *Grand Hike*, the *Adirondack Harvest Festival*, and grand openings of new CATS trails and nature preserves.
- Oversee and work with the programs and events committee to enhance outreach activities by collaborating with community partners and board members.
- Create and lead outreach programs targeted at local schools, community organizations, and other public groups.
- Coordinate with staff and volunteers to engage with other conservation and nonprofit organizations, community partners, local/state governments, and agencies.
- Expand and enhance CATS's volunteer program through recruitment, training, recognition, and retention activities.
- Collect and manage metrics that track volunteer hours, event participation, community partnerships, community engagement, and any additional required metrics.
- Collaborate with staff to identify volunteer opportunities to advance trail and land management, outreach, conservation, and organizational goals.
- Develop and manage internship opportunities and placements, including some intern supervision.

QUALIFICATIONS

(Successful candidates will have the following qualifications)

- Bachelor's degree or the equivalent of at least three years of applicable work experience.
- Detail-oriented with a high level of accuracy while multi-tasking
- Initiative, creativity, and ability to work independently.
- Experience recruiting, organizing, and working with volunteers.
- Confidence in addressing crowds, public speaking, and have a media presence.
- Physical ability to lead hikes and supervise on-site volunteers.
- Experience with event planning and coordination.
- Experience with nature-based or outdoor education.

DESIRABLE SKILLS, KNOWLEDGE, AND ABILITIES

(It is not required, but it is great to know about!)

- Experience working with a non-profit organization.
- Knowledge of the Champlain Valley's plants, animals, natural communities, recreational opportunities, and history.
- Prior work with a land trust, conservation organization, or similar organization.
- Certification in first aid or wilderness first response or willingness to become certified.
- Experience with curriculum development.

SALARY, BENEFITS, AND SCHEDULE

The salary for this position is \$51,000 plus benefits, including 100% employee-paid health insurance, opt-in vision and dental insurance, a retirement plan, paid time off, and outdoor gear discounts.

This is a highly visible and in-person position with a hybrid or flex schedule option for the successful candidate. Some weekend and night hours will be required.

TO APPLY

Submit your resume and cover letter to info@champlainareatrails.com or mail to Champlain Area Trails, P.O. Box 193, Westport, NY 12993, by May 13th, 2025. If you are invited for a final interview, three references will be requested. No inquiries will be accepted.



About Westport, NY, and the Champlain Valley

The town of Westport, where the CATS office is located, is one of the scenic and historic lakefront communities in New York's Champlain Valley. The "Lake Champlain Region," where the Adirondack Mountains meet breathtaking Lake Champlain, offers a calm, laid back, and fun-filled quality of life for residents and tourists only a few hours' drive from major metropolitan areas. It is located on the eastern edge of the Adirondack Park, a unique 6-million-acre mix of public and private lands protected by state law and region-wide zoning promoting a forever-wild natural environment.

Along with the nearby Lake Placid and the mountainous High Peaks region, the Champlain Valley offers four seasons of outdoor recreation. Vermont is across Lake Champlain and easily accessible by ferry or driving. Montreal is 90 minutes north, and New York City is 4.5 hours south by car. Amtrak stops at Westport's historic train station on its run between New York City and Montreal. National and international access is available through airports in Burlington, VT, Plattsburgh, Albany, and Montreal. The region is rich in American and indigenous peoples' history dating to the country's founding. The beauty of the area, along with its accessibility, affordability, lakes, mountains, and friendly people, make this a rare opportunity to join a team providing lasting impact in a place unlike any other.

Diversity & Inclusion

Champlain Area Trails is an EA/EO employer and actively encourages candidates with diverse backgrounds to apply. It does not discriminate against any candidate or employee based on race, national origin, gender, marital status, sexual orientation, age, disability, religion, or veteran status.

Data shows that some candidates do not apply for a job because they don't feel they meet all the qualifications listed. Our job descriptions are general overviews, not a mandatory comprehensive list. As a small and growing organization, we appreciate diverse skills and candidates eager and willing to grow and learn with our organization. We want to hear from you if you feel passionate about our work and believe you have the skills to succeed in this role.