



UPPER WILLAMETTE SOIL & WATER CONSERVATION DISTRICT

3291 W 1st Ave, Eugene, OR 97402 • 541-852-6680 • admin@uwsacd.org • www.uwsacd.org

Community Engagement Specialist Job Description

Reports to: Grant Management Specialist

Employment Status: At-Will Employee

Duration: This is a grant-funded and limited duration position that has secured funding until April 2029; may become permanent depending on funding.

Starting Salary: \$53,945 - \$56,372

Work Location: District Office in Eugene, Oregon, some telework allowed.

Eligible for Overtime Pay: No, this is an exempt position. However, per District policy, overtime is eligible for compensatory time if pre-approved.

FTE: 1.0

General Position Summary:

The Community Engagement Specialist is a new position that will support and participate in multiple District programs, including grantmaking, supporting community partnership networks, coordinating special events, and developing new education programs. The position will include project management responsibilities as well as direct public and partner engagement and education.

The Community Engagement Specialist will work closely with the Grant Management Specialist to develop grant opportunities to award funding to community partners and landowners in support of the District's Farm / Food / Soil and Neighborhood Sustainability strategies. Familiarity with grantmaking processes, and experience with regenerative agriculture, urban agriculture, and community food systems are desired. As part of the District's work in the Grow Lane County partnership, the Community Engagement Specialist will also plan, convene and facilitate meetings of working groups to identify and advance shared goals and projects.

The District is developing numerous public-facing programs that the Community Engagement Specialist will support or lead, depending on skills and experience. These include our soil testing program for home and school gardens, native plant sale, and programmatic partnerships with grantee partners including a backyard wildlife habitat certification program. An ideal candidate for this position will have a combination of project management skills, professional and / or academic experience relevant to District conservation strategies and priorities, and an ability to develop trusting and collaborative relationships with a diverse variety of partner organizations and individuals.

Essential Functions:

Grantmaking Program Support (40%)

1. Assist with the development and adaptation of grantmaking opportunities related to the District's Farm / Food / Soil and Neighborhood Sustainability strategies, including our Farmers Market grant, Land Steward grant and grants administered through our role in the Grow Lane County project.
2. Become familiar with and administer funding processes in the District's online grant management system, Foundant Grant Lifecycle Management. Develop technical proficiency in using the grant management system in collaboration with the Grant Management Specialist and other District staff members.
3. Conduct outreach to eligible applicants, including nonprofit organizations, community-based organizations, and individuals. Work with the Grant Management Specialist to provide support and answer questions for applicants as they prepare funding requests.

4. Identify, recruit and train volunteer reviewers to evaluate funding requests. Work with the Grant Management Specialist to facilitate orientations, assign evaluations, and coordinate reviewer deliberation meetings.
5. Share funding recommendations to District committees, staff, and board through written, virtual, and in-person presentations. Prepare written and visual materials, including justifications and budgets, to provide context for funding recommendations.
6. Communicate funding decisions and assign reports to grantees. Provide ongoing and ad hoc support for existing grantees to answer questions and troubleshoot issues that arise, including adjustments to approved budgets or project plans.
7. Work with District administrative and finance staff to develop funding agreements, monitor disbursement of funds, and integrate with existing processes and workflows.
8. Oversee reporting and close-out for awarded grants, including through appreciative site visits, reviewing expense reports and narratives submitted online, and reporting to District committees or board on overall process outcomes.
9. Conduct and analyze grantee feedback surveys to assess areas for process improvement; share results and recommend adaptations to District committees or staff.
10. As needed, identify, share and pursue external funding sources and grants, in partnership with other District staff and utilizing the District's online grant prospecting system, Instrumentl.
11. Work with Grant Management Specialist, Finance Manager, and District Manager to develop and oversee annual grantmaking program budget and process-specific budgets. As needed, prepare regular reports and updates on grantmaking program outcomes and budgets.

District Urban Conservation Programs (30%)

12. Support and develop skills to manage the District annual native plant sale: convene internal staff team, create and manage shared workplan, assign roles and responsibilities, ensure ongoing progress towards milestones and objectives, anticipate planned expenses, and oversee or assign all aspects of plant sale logistics.
13. In partnership with other District staff, develop or support volunteer recruitment, training, and management programs to involve community volunteers in various District programs and projects.
14. Coordinate the District soil sampling program: conduct outreach to community, school, and home garden networks, coordinate or support soil sample intake process, provide or refer to educational guidance to interpret results and implement soil health practices.
15. Support partner organization programs, including but not limited to the backyard wildlife habitat certification program, urban agriculture and community garden programs, and urban greenspace enhancement.
16. As needed, develop or promote educational programs related to District priorities, including through workshops and outreach events. Support the development of online resources or referrals related to urban conservation.
17. As needed, lead or support community engagement activities related to urban conservation and other District priorities, including by convening meetings or focus groups, collaborating with other District staff to design and implement online surveys and other engagement methods, and serving as a liaison to develop and maintain relationships with community-based organizations whose work is shared by or advances District goals and priorities.

Coalition Support (25%)

18. Work with the Grow Lane County steering committee to identify and work towards shared goals and objectives.
19. Convene, support or attend meetings of Grow Lane County working groups. Schedule meetings, plan agendas in partnership with working group leaders, take notes or assign note-taking, curate meeting materials and communicate expected next steps.
20. Serve as a liaison and information conduit between Grow Lane County work groups, steering committee, and community partners.

21. Help plan and implement an annual food security summit, in partnership with the Grow Lane County steering committee. Help to develop agenda and itinerary, secure venue, support outreach, recruit speakers and presenters, and manage logistics.
22. Serve as a liaison with other community food system networks both locally and regionally, to stay abreast of emerging best practices, communicate and share lessons learned, and evaluate opportunities for regional collaboration.

Professional Development (5%)

23. Pursue appropriate professional training which are essential to legally compliant, effective, and efficient District operations.
24. Participate in DEIJ training and development.
25. Pursue professional development to grow leadership and team building skills that promotes an office culture of innovation and teamwork.
26. Actively promote training and professional development for supervisors and staff to strengthen technical and leadership skills.

Working Conditions and Physical Demands

- This position requires occasional travel to the offices of partner organizations and agencies, as well as to field locations.
- This position requires extensive computer work. This includes using a keyboard, mouse, and reading an electronic screen for extended periods each day. Frequent handling of papers, files, and other documents is required.
- This position will be assigned a desk, computer, and telephone at the District office. The District office is the primary workstation and is a smoke-free and drug-free environment.
- Depending on the situation, partial or complete remote work may be required.
- Attendance at evening meetings and outreach events may be required, as well as occasional travel to attend professional conferences and training.

Minimum Qualifications:

- Bachelor's degree with major course work in sustainable agriculture, environmental studies, urban sustainability, natural resource management, nonprofit management, or a related field.
- Three years of professional experience with progressive responsibilities developing and managing programs or projects related to community food systems, agriculture, neighborhood sustainability, or related fields.
- Competency in Microsoft 360, Outlook, Excel, and Power Point.

Preferred Knowledge, Skills & Experience:

- Experience writing and managing grants, either as a grantee organization or a funding organization.
- Strong project management skills and the ability to track numerous timelines, milestones and tasks effectively. Proven experience developing and overseeing shared work plans for teams.
- Awareness and active involvement in local food system programs or projects, including but not limited to sustainable agriculture / farming, school and community gardens, farm to school, and soil health initiatives and practices.
- Interest or experience incorporating native plants in home landscapes and neighborhood greenspaces, to enhance habitat for pollinators, songbirds and other beneficial wildlife.
- Experience managing project or program budgets: presenting expected expenses and revenue, managing budgets adaptively over time and communicating key variables, factors and scenarios.
- Strong communication and interpersonal skills. Ability to convey project and program goals and context effectively through a combination of verbal, visual presentation and written formats.
- Desire and ability to work directly with members of the public, provide effective customer service and represent organizational strategies and priorities.
- Experience leading or supporting educational programs, including workshops and presentations.
- Experience designing and implementing community engagement strategies, and using findings to inform

the development of new programs and strategies.

- Effective listener with an ability to understand and reflect the goals and interests of a variety of stakeholder groups and individuals. Able to build trusting relationships with diverse partners.
- Ability to use conflict resolution and diplomacy skills to diffuse, address, and remedy organizational or interpersonal conflicts.
- Experience working in a coalition or multi-stakeholder structure organized around shared goals, common agenda, shared metrics and consistent, transparent communication.
- Experience working with individual community volunteers, volunteer committees, and a Board of Directors.