

Events & Community Outreach Coordinator

Santa Cruz Mountains Trail Stewardship | Santa Cruz, California

Position Type: Hourly non-exempt position (c. 24 hours/week, 3-day schedule)

Overview

Santa Cruz Mountains Trail Stewardship is hiring an Events & Community Outreach Coordinator to serve as the face of our organization at community events, fundraising activities, and educational presentations throughout Santa Cruz County. This position is ideal for an outgoing, organized professional who enjoys connecting with diverse audiences and representing our mission in the community.

The Events & Community Outreach Coordinator will report to the Senior Community Engagement Manager and work closely with all departments, serving as SCMTS's primary representative at external events while managing the logistical backbone that makes all organizational events successful. This role combines public-facing community engagement with behind-the-scenes event coordination.

Key Responsibilities

Community Representation & Outreach (40%)

- Represent SCMTS at community events, job fairs, fundraising events, and public presentations
- Present to schools, community groups, and partner organizations about trail stewardship and volunteer opportunities
- Manage tabling activities at festivals, farmers markets, and community gatherings
- Engage diverse audiences in conversations about trail access, environmental stewardship, and volunteer opportunities
- Support donor cultivation events and fundraising activities
- Build relationships with community partners and potential volunteers

Event Logistics & Coordination (35%)

- Coordinate procurement, delivery, and setup of food and beverages for all organizational events
- Manage organizational supply inventory including tents, tables, marketing materials, and event equipment
- Transport, set up, and break down event materials for both trail events and community outreach activities
- Coordinate event logistics across departments (Programs, Development, Marketing)
- Maintain and organize event supply storage areas and equipment
- Prepare promotional materials and raffles for events

Supply Management & Operations (15%)

- Maintain comprehensive inventory of organizational event supplies and materials
- Order and coordinate delivery of event hospitality items from various vendors
- Clean, maintain, and organize event equipment and supplies
- Track event-related expenditures and coordinate with Finance on budget management
- Coordinate supply needs across all departments
- Ensure proper storage and maintenance of organizational equipment

Cross-Departmental Support (10%)

- Support Development team with donor events and fundraising activities
- Assist Marketing team with community event promotion and materials distribution
- Coordinate with Programs team on major events like National Trails Day
- Provide logistical support for board meetings, staff events, and special initiatives
- Assist with organizational photography and social media content at events
- Support special projects and organizational priorities as needed

Required Qualifications

- **Public speaking:** Comfortable presenting to groups of all sizes and engaging with diverse audiences
- **Customer service orientation:** Genuine enthusiasm for welcoming people and representing organizational values
- **Event coordination:** Experience managing logistics for multiple events simultaneously
- **Physical requirements:** Ability to lift 50+ lbs, transport materials, and work long event days
- **Transportation:** Reliable vehicle and valid driver's license for transporting supplies and attending events
- **Communication skills:** Excellent verbal and written communication for diverse audiences
- **Organizational skills:** Strong attention to detail with ability to manage inventory and logistics
- **Technology proficiency:** Comfortable with Google Workspace, basic social media, and learning new systems

Preferred Qualifications

- 2+ years experience in event coordination, community outreach, or customer service
- Experience with nonprofit organizations or community engagement
- Spanish language skills
- Background in outdoor recreation, environmental education, or related fields
- Experience with budget tracking and vendor coordination
- Public speaking or presentation experience

Schedule & Availability

- **Regular schedule:** 3-day work week (c. 24 hours) with flexible scheduling
- **Event requirements:** Available for weekend and evening community events (2-4 per month)
- **Travel:** Local travel throughout Santa Cruz County for events and presentations
- **Seasonal flexibility:** Increased availability during peak event seasons

What We Offer

- **Compensation:** \$25 - 28.50 hourly based on experience
- **Community impact:** Direct role in building relationships that support environmental stewardship
- **Variety:** Dynamic work environment with diverse events and audiences
- **Professional development:** Opportunities to develop public speaking, event management, and community engagement skills
- **Mission connection:** Meaningful work connecting people to trail stewardship and outdoor recreation

Performance Expectations

- **Community engagement:** Positive representation of SCMTS at all external events
- **Event quality:** Smooth logistics and professional setup for all organizational events
- **Relationship building:** Development of community connections that support organizational goals
- **Reliability:** Consistent availability for events and dependable logistics management
- **Collaboration:** Effective support for all departments' event and outreach needs

Equal Opportunity Policy

The Company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable. We particularly encourage applicants from minority and underrepresented groups.

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its stakeholders, and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative.

To Apply

Please send a cover letter and resume to jobs@santacruztrails.org with "Your Name - Events & Community Outreach Coordinator" in the subject line. In your cover letter, please describe your experience with public speaking or community engagement and what draws you to environmental stewardship work.

Position open until filled. No phone calls, please.