

Community Engagement Coordinator

About ClearWater

ClearWater Conservancy is an accredited land trust and nonprofit organization dedicated to protecting and enhancing the natural environment in central Pennsylvania. The mission of ClearWater Conservancy is to conserve and restore our natural resources through land conservation, water resources stewardship, and environmental outreach across central Pennsylvania.

ClearWater Conservancy has been working to protect the land and water in central Pennsylvania for over 40 years. Since 2020, we have been hosted by Patton Township – but, in 2026, ClearWater will move operations to our permanent home on the banks of Spring Creek in Houserville. The successful candidate for this position will enjoy the personal reward of contributing to this thriving organization during this pivotal moment.

The Team

ClearWater Conservancy currently employs 14 people across all programs and projects. The Community Engagement Coordinator is supervised by the Communications Director and works closely with Centred Outdoors program staff, Conservation team, and ClearWater's administrative team. This position will serve on the Community Engagement Committee. While everyone at ClearWater engages the community regularly, the Community Engagement Coordinator is responsible for facilitating public engagement activities, events, as well as volunteer database management.

Job Description

The Community Engagement Coordinator's role focuses on supporting members who want to volunteer, representing ClearWater at tabling events, coordinating Watershed Cleanup Day and Rain Barrel Workshop, providing environmental education, and tracking volunteer engagement.

Volunteer Members

ClearWater recognizes all volunteers as members of our organization. A wide range of volunteer roles are available, including:

- Planting trees & riparian buffer maintenance
- Native garden maintenance
- Visiting our conserved properties to improve habitat conditions
- Supporting Centred Outdoors guided outings and wellness programs
- Photographing events or helping with promotions
- Supporting the Conservancy's efforts in the office
- Helping with ClearWater annual events such as Art & Chocolate, Watershed Cleanup Day, and Golf-Fest
- Acting as a ClearWater ambassador/greeter at tabling events

The Community Engagement Coordinator supports community involvement by:

- Working with ClearWater program staff to better understand volunteer roles outreach and needs
- Matching volunteers with opportunities
- Direct community members to the right ClearWater team or individual for non-volunteer opportunities but still want to support ClearWater or learn more.
- Training volunteers or assigning to training with appropriate staff or instructors
- Scheduling outreach events
- Managing Community Events Calendar
- Coordinating general volunteer orientation and training
- Managing volunteer waivers and forms
- Coordinating MS4 events Watershed Cleanup Day & Rain Barrel Workshop – Since 1997, volunteers have prevented more than 6 million pounds of trash from entering our local waterways. ClearWater Conservancy partners with Centre County Refuse and Spring Creek Watershed MS4 Partnership to bring over 650 volunteers all over Centre County to pick up litter in the spring. This workshop will explain the importance of using rain barrels for stormwater control, give instructions for installing rain barrels and provide all the materials, instructions and assistance in building a rain barrel to take home.
- Collaborate with the Watershed Cleanup Day Committee for the event planning
- Work with the Communications Director for language and communications
- Recruit more than 60 Site Coordinators to correspond with their site group members

- Assign volunteers to sites.
- Report final numbers

Representing ClearWater at Community Events

ClearWater participates in community tabling events throughout the year. The coordinator is responsible for scheduling these events with our partners, attending the table at the event or scheduling volunteers to attend the table, and being ready to talk about ClearWater's programs with enthusiasm.

Environmental Education

Representing ClearWater in the community means talking about the Conservancy's work in land protection, habitat stewardship, and streamside restoration. As we work to connect people with nature, we often have opportunities to help people understand more about ecology, hydrology, and habitat management. For example, this may be in the form of presentations, workshops, tabling events, etc. ClearWater Conservancy hosts an annual Pennsylvania Master Naturalist program and this position will be helping to coordinate this effort.

Tracking Volunteer Engagement

ClearWater uses a CRM to track community engagement. The Community Engagement Coordinator will be responsible for ensuring volunteer data is accurately entered into our system.

Outreach Team Collaboration

As a critical member of the outreach team, the Community Engagement Coordinator may be asked to assist other staff throughout the year. For example, the Community Engagement Coordinator may assist the Development Coordinator with fundraising events like Golf-Fest or the Streamside Projects Coordinator with tree planting.

Qualifications and skills

The successful candidate will have:

- Experience managing volunteers
- Strong coordination and correspondence skills
- Great time management skills
- Desire to work with a strong and dedicated team as a collaborator

- Bachelor's or higher degree required, preference for Environment Science, Education, Recreation Parks & Tourism, related degree or equivalent relevant experience
- Experience in conservation is strongly preferred
- Passion for the protection of nature

Knowledge of watershed science or ecology is preferred. Experience using CRM systems or data management is an advantage in this role. Applicants must be able to demonstrate the ability to work independently, taking the initiative to assess and solve problems.

Equal employment opportunity statement

At Clearwater Conservancy, we are committed to fostering an inclusive and equitable work environment that reflects our vision “Working together for people and place to nurture a healthy environment and thriving communities in the heart of Pennsylvania.” We believe that the unique perspectives and talents of every individual strengthen our ability to make a meaningful impact and empowers us to better serve our communities. We encourage applicants of all backgrounds, experiences, and identities to apply—regardless of race, ethnicity, religion, national origin, gender identity or expression, sexual orientation, age, disability, veteran status, or any other protected characteristic.

Together, we strive to create a workplace where every team member feels valued, supported, and inspired to contribute to our shared vision of sustainable growth and vibrant community life. ClearWater is committed to working towards a more inclusive future - within our organization, our community, and our natural spaces. If you would like more information about the work that we are doing to address representation and belonging, please reach out to us!

Join us in shaping a healthier and more connected future for Pennsylvania.

Nature of the work

Work environment

This position is based at ClearWater's headquarters, currently at 2555 N. Atherton St. in State College, PA. Day to day job duties will consist of tasks that fall within the job description listed above. In addition to office work, the Community Engagement Coordinator will spend time in the field, at community events, at community meetings, and at ClearWater hosted events. Local travel within ClearWater's service area of Centre and

surrounding counties, using a personal vehicle, is often required. Overnight travel within the state or the country for professional development is not required but may be helpful.

Physical demands

The responsibilities of this position require indoor desk work and the ability to physically manage supplies for tabling and other events while navigating uneven outdoor terrain, climbing stairs, and lifting at least 30 lbs. Sitting, kneeling, and standing will be essential.

Compensation and Benefits

ClearWater Conservancy offers this 40-hour/week position with a salary in the range of \$40,000-\$48,000/year. While this role requires in-person connection with everyone in the ClearWater community, this role permits work from home flexibility but requires in-person work multiple days each week after an initial training period. ClearWater offers full-time staff the following benefits:

- ClearWater pays 90% of health insurance premiums for participating employees. Dental and Vision plans are offered and can be elected by the employee.
- ClearWater currently recognizes 6 holidays. Staff also have 4 weeks of Paid Time Off.
- All staff are covered by a short-term disability policy.
- A 401(k) plan is offered. Employees receive 3% non-elective contribution and can receive an additional 1% by contributing 4% of their earnings.
- A \$25 stipend toward cell phone plans is included for all employees.
- Mileage reimbursement for events

How to Apply

Please upload the following to indeed.com

<https://www.indeed.com/job/community-engagement-coordinator-17c32a3766b774f1>

- Cover Letter and Resume
- Contact information for three people who know your professional capabilities and a brief description of the context in which you worked with them. If three professional references are not available, please substitute personal references. We will not contact references without contacting you first.