



Community Engagement Specialist

Lake County Forest Preserves

Contact Name: Laurel Diver

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Contact Phone: 847-968-3242

Closing Date:

Salary: \$69,112 - \$86,389 - \$103,668

Description:

The Community Engagement Specialist is responsible for developing and implementing a District-wide volunteer program. This includes recruiting, training, and retaining volunteers who assist in nearly every aspect of the District's mission. Works across multiple District departments to support and grow individual volunteer groups. Develops and implements policies and procedures, including position descriptions, training, safety and educational materials. Coordinates annual volunteer recognition event. Coordinates corporate and group workdays and volunteer monitoring programs. Performs lifting tasks up to 25 pounds. Drives a motorized vehicle to travel to different locations. Performs tasks that will require walking, bending, stooping, standing, kneeling, climbing, reaching and sitting.

EXPERIENCE

Five years of experience with program coordination or volunteer management. Bi-lingual (English/Spanish). Strong organizational and time management skills. Excellent customer service skills and ability to work with a variety of constituencies both internally and externally. Excellent written and verbal communication skills, including speaking in front of groups. Proficiency with the Microsoft Office Suite. Must possess a valid driver's license.

HOW TO APPLY AND APPLICATION DEADLINES

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Interest in employment with the Forest Preserve can be expressed by submitting an application online at www.LCFPD.org. Positions are open until filled.