

Community Engagement & Communications Coordinator

Part-Time | 30 Hours per Week | \$25–\$30 per Hour

Position Overview

Joshua's Trust seeks a creative, personable, and organized Community Engagement & Communications Coordinator to support communications, community outreach, volunteer engagement, and public programs across the Trust's 16-town service area.

Working directly with the Executive Director, the Coordinator will help implement communications and outreach initiatives, coordinate programs and events, engage volunteers and community partners, and strengthen public awareness of Joshua's Trust and its conservation mission.

This is a hands-on, public-facing coordinator role for someone who enjoys working with people, creating compelling communications, organizing activities, and connecting the community with local land conservation and the outdoors. The Coordinator reports to the Executive Director and works collaboratively with staff, volunteers, committees, and community partners.

Key Responsibilities

Communications & Marketing

- Implement the Trust's communications and outreach strategy across digital and print channels.
- Create and manage content for social media, newsletters, website updates, and other communications.
- Produce flyers, graphics, promotional materials, presentations, and other communications as needed.
- Capture and curate photography and video highlighting preserves, conservation work, programs, volunteers, and events.
- Promote programs, events, volunteer opportunities, conservation initiatives, and fundraising activities.
- Help maintain consistent messaging and visual identity across communications.
- Assist with press and public communications as appropriate.

Community Engagement & Programs

- Help plan and coordinate community programs, educational activities, hikes, walks, special events, and the Annual Meeting.
- Represent Joshua's Trust at community meetings, events, programs, and other public activities.
- Develop and maintain relationships with schools, community organizations, local groups, and other mission-aligned partners.
- Help communicate the importance and value of land conservation to diverse audiences.

- Lead or assist with hikes, walks, and outdoor programs on Joshua's Trust properties.

Volunteer Engagement

- Help recruit, welcome, coordinate, and retain volunteers.
- Communicate volunteer opportunities, schedules, and program information.
- Create meaningful opportunities for volunteers to participate in the Trust's work.
- Help recognize and celebrate volunteer contributions and build ongoing relationships.

Organizational Support

- Work with the Executive Director to advance communications, outreach, volunteer, and program priorities.
- Track assignments and follow through on projects and deadlines.
- Provide communications and creative support for development and fundraising activities.
- Collaborate with staff, volunteers, committees, and community partners.
- Perform other duties in support of Joshua's Trust's mission and operations.

Qualifications

The ideal candidate is an energetic, creative, and collaborative professional who combines strong communication skills with excellent organization and follow-through. They should enjoy working with people, be comfortable in a public-facing role, and have a genuine interest in land conservation and the outdoors.

Required

- Excellent written and verbal communication skills.
- Strong organizational and project-management skills.
- Experience with social media, digital communications, newsletters, websites, graphic design, or related communications work.
- Proficiency with tools such as graphic design software tools, social media platforms, and website-management systems.
- Ability to work independently while collaborating effectively with staff, volunteers, and community partners.
- Experience coordinating programs, events, community activities, or volunteers.
- Comfort speaking with and engaging groups and members of the public.
- Ability and willingness to lead or assist with hikes and outdoor programs.
- Strong follow-through and ability to manage multiple priorities and deadlines.
- Flexibility to work evenings and weekends as required by the Trust's programs and events.
- Valid driver's license

To apply please send your resume and cover letter to administration@joshuastrust.org, this is a part-time in person position at our headquarters in Mansfield, Connecticut.