



TEANECK CREEK CONSERVANCY

Conservancy Associate (Part-Time)

Teaneck Creek Conservancy (TCC) is seeking a highly organized Conservancy Associate to join our team. The Associate will work closely with the Executive Director and assist in the implementation of educational programs and administrative tasks. The Associate will develop and promote both on-site and off-site programs with focus on environment/conservation, culture/arts, education, social/civic, health/wellness, and recreation topics. Some travel is required. Must be committed to high-quality work and be extremely flexible and interested in working in both indoor and outdoor settings. An ability to work in a very small non-profit while maintaining a positive relationship with staff, volunteers, vendors, partners, students, and community members is expected.

WE ARE:

The Teaneck Creek Conservancy is a member-supported, nonprofit organization dedicated to the development of community activism, education in reclamation and protection of the environment, celebration of culture and the arts, and carrying on the historical legacy of the Teaneck Creek Park watershed. The Conservancy features a 46-acre eco-art park with 1.3 miles of trails that is part of the Bergen County Park system and recently completed a two year, 20 acre wetlands restoration project. Established in 2001, TCC oversees operation of the park and wetlands, focusing on integrating the community and students into its nature and art related programming.

YOU ARE:

- Interested in and committed to Teaneck Creek Conservancy's mission.
- Detail-oriented in your approach: demonstrated in your work, correspondence, and written communication.
- A professional who is comfortable working both independently and closely with senior staff, members of the Board of Directors, and TCC's partners.
- An effective communicator, capable of determining how best to reach different audiences and executing communications based on that understanding.
- Flexible in your approach and demeanor in order to align with the shifting demands of evolving circumstances.
- Adept at creating partnerships and working collaboratively with others to meet shared objectives and goals.
- Capable of building strong member relationships and delivering member-centric solutions.
- A good decision maker, making timely decisions that keep the organization moving forward.
- Proactive and a good planner always prepared to support known and emerging needs of the organization.
- Efficient and have excellent learning agility to quickly grasp new concepts, processes, and tasks.
- Action-oriented and eager to embrace new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.

YOU WILL:

Education and Outreach (50%)

- Develop an annual calendar of at least 60 public programs across the fiscal year. Programs can be done in partnership with other organizations and includes tabling and larger community events.
- Promote, schedule, design and facilitate programs, activities, and special events/fundraisers on-site and off-site, indoors and outdoors.
- Teach programs for on and off site groups of Pre K-12th grade school children, families and adults including special needs individuals and groups.
- Monitor and evaluate programs, activities, and special events/fundraisers.
- Be comfortable walking the trails and engaging with park patrons.
- Help recruit and oversee volunteers for conservancy activities both within and outside the park.
- Assist with light-effort park maintenance activities.
- Collaborate and communicate with the County Parks Department maintenance personnel, the Weed Warrior volunteers and other stakeholders such as Bergen County Audubon Society (BCAS).

Administrative (30%)

- Respond to inquiries from a wide range of constituencies including staff, volunteers, vendors, partners, students, Conservancy members, and the greater community.
- Design and implement new initiatives as directed by the Board of Directors.
- Manage the TCC CRM (Kindful) membership database, including processing new and renewing current memberships, donations and ensure timely gift acknowledgement.
- Participate, and ultimately perform as the staff liaison, in at least one committee. (Current committees include Eco-Art, Events, Marketing & Communications).s.

Communications (10%)

- Promote programming and events on social media platforms.
- Maintain relationships with schools and partners by representing the Conservancy at meetings and phone/email communications.
- Support efforts to maintain the TCC brand through website and social media pages and creatively organize the appropriate content provided by TCC staff and volunteers.
- Assist with appeals, preparing mailings, donor lists and fundraising campaigns.

Additional responsibilities may include (10%):

- Implement strategic plan initiatives and organizational development goals prioritized through the Strategic Plan.
- Perform other administrative tasks related to the above and to other areas as needed or as requested by the Executive Director.
- Research, write, and submit grant proposals, maintain records of grants progress and submit grant reports in coordination with the Executive Director and Board.
- Coordinate grants calendar for implementation including monitoring deadlines and application dates.

Some travel is required and mileage will be reimbursed.

YOU HAVE:

- Bachelor's degree (preferred focus in environmental, biological, geological science, or a related discipline) or equivalent work experience.
- The ability to work independently and on a team with supervision.
- 1-2 years experience in an environmental or educational capacity (can be summer positions, volunteering, or internships).
- Previous experience working with students or the general public in workshops or similar settings.
- A love of the outdoors.
- Proficiency with modern office practices and procedures including programs for personal computers (Microsoft Office Suite - Excel, Word, PowerPoint, Zoom and Google Suite).
- Proficiency in working remotely and collaborating with students, partners, and volunteers who have variable levels of familiarity with remote communication platforms.
- The ability to communicate effectively and interact well on the phone and in writing.
- The ability to manage multiple tasks simultaneously.
- The ability to move equipment weighing up to 50 pounds
- Driver's License and personal vehicle for off site programs.
- Desired: Knowledge in, or openness to learning about, website design tools (Squarespace).
- Desired: Coursework, degrees, or equivalent work experience with art/art history
- Desired: Experience in administrative, development, or non-profit capacity

COMPENSATION:

20 hours per week @ \$18-\$24 per hour, commensurate with experience.

Additional benefits may be available.

WORKING CONDITIONS:

- Work is performed both outdoors and in a normal office environment. Noise levels are usually moderate.
- Due to the nature of the work, this position requires regular walking and moderate physical activity.
- Work is partially remote due to COVID-19 office policies, candidates must have access to the internet and be comfortable working on a video conferencing platform such as Zoom.
- Must be fully vaccinated for Covid-19 by start date (Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law) for the health and safety of the staff and general public. This position does require frequent interaction with the general public and all county, state and federal health and safety precautions must be followed.

This job description may not be all-inclusive. Employees are expected to perform other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.

TCC is an equal opportunity and affirmative action employer committed to diversity and inclusion in all aspects of recruiting and employment. All qualified individuals are encouraged to apply and will receive consideration without regard to race, color, gender, gender identity or expression, sexual orientation, national origin, age, religion, creed, disability, veteran status or any other factor which cannot lawfully be used as a basis for an employment decision.

In your application, please feel free to note which pronouns you use (For example – she/her/hers, he/him/his, they/them/theirs, etc).

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

HOW TO APPLY:

Applications will be reviewed on a rolling basis. Please send a resume, cover letter, and a list of 3 references to employment@teaneckcreek.org no later than Friday February 17th, 2023. For more information visit our website: www.teaneckcreek.org. For qualified candidates, interviews will be held on a rolling basis starting the week of February 20th via Zoom. Ideal start date is early March.