



Southeast Greenway Project Coordinator Position Announcement

Job Title: Southeast Greenway Project Coordinator (2 Year Term Limited)
Reports to: Director of Community Engagement and Education

Want to play your part in protecting our local communities from the impacts of climate change? Ready to roll up your sleeves to help achieve tangible results? Want to be part of a talented, deeply committed, and national award-winning conservation organization? Then please read on!

SLT serves a diverse audience with broad cultural heritages, socioeconomic backgrounds, genders, and orientations. We encourage applications from candidates who reflect and value the audiences and populations we serve.

Overview

The Southeast Greenway Project Coordinator supports the successful planning and development of the Southeast Greenway by supporting the Park Master Plan process, providing administrative support, and managing the systems needed for effective public/private partnerships. Working closely with Sonoma Land Trust staff, Southeast Greenway Volunteers, and the City of Santa Rosa, the Project Coordinator will provide administrative support, track progress and deliverables, manage logistics, and help keep complex work moving forward by directly supporting the team.

Primary Responsibilities

Project Management

- Coordinate scheduling, communication, and workflow among the Sonoma Land Trust staff, Southeast Greenway volunteers, consultants, and City of Santa Rosa staff.
- Prepare meeting agendas and materials; document discussions, decisions, action items, and responsibilities.
- Manage logistics for community engagement activities, including partner meetings, workshops, public events, outreach coordination, materials, and participation records.
- Prepare timely project updates, briefings, presentations, and reports for organizational leadership, donors, the City, volunteers, and other partners.
- Monitor project progress, address needs, and promptly escalate issues requiring strategic, contractual, financial, or organizational decisions.
- Participate in partner meetings and public settings as assigned, providing project information and coordination support.

Administrative Support

- Manage calendars, meeting scheduling, invitations, room and virtual meeting logistics, materials, correspondence, and follow-up for Greenway-related work.
- Support meeting preparation and administration for project leadership, working groups, partner meetings, community engagement activities, and volunteer committees.
- Process and track invoices, expenses, contracts, purchase requests, and related documentation.
- Draft and organize correspondence, reports, presentations, meeting materials, and other project documents.
- Support contract, grant, board, volunteer, and event administration, including tracking deadlines and compiling information for reporting and stewardship.
- Respond to routine inquiries, route requests to the appropriate staff or partner, and maintain clear and timely communication across the project.
- Provide logistical support for meetings, site visits, public events, donor activities, and other Greenway programs.

Systems Management

- Administer project management software and shared tools used to organize work.
- Develop and maintain clear file management, naming, version-control, retention, and document-access practices for Greenway records.
- Maintain accurate contact databases, distribution lists, partner records, and participation information.
- Develop, document, and update standard operating procedures, templates, workflows, checklists, and other tools that support consistent and efficient project administration.
- Maintain integrated calendars, project work plans, reporting schedules, and deadline-tracking systems.
- Train and support staff, volunteers, and project partners in the appropriate use of shared systems and tools.

Essential Qualifications

- 2+ years of relevant experience in nonprofit operations, project management, or executive assistance.
- High attention to detail, accuracy, responsiveness, and follow-through.
- Strong organizational and project coordination skills, with the ability to manage multiple schedules, deadlines, details, and relationships simultaneously.
- Demonstrated ability to build, manage, and improve operational systems and software, including project management, file management, database, calendar, and tracking tools.
- Strong written and verbal communication skills, including the ability to prepare clear meeting records, correspondence, reports, and presentations.
- Commitment to equity, environmental sustainability, and inclusive community-building.
- Proficiency with computer operations, specifically Microsoft Office Word and Excel, Box and Google Drive in a Windows environment, and familiarity with internet use and video conferencing platforms.
- Access to reliable transportation and a valid California driver's license.
- Ability to work weekends and evenings.
- Ability to work remotely.

Preferred Skills and Experience

SLT is open to candidates with diverse backgrounds, experience, and transferrable skills. We are looking for candidates with the following experience OR the ability to develop skills in each of these categories:

- Written and verbal bilingual fluency in Spanish/English strongly preferred.
- Experience supporting complex, multi-partner projects involving public agencies, consultants, community organizations, or volunteers.
- Experience with public planning, park development, community engagement, urban planning, land conservation, or environmental programs.

Schedule, Salary & Benefits

This is a 2 year term limited, full-time, 40 hours per week, non-exempt status (overtime eligible) position. Hourly wage starting at \$38 per hour, commensurate with experience. This position has a regular working schedule that may include evenings and weekends. The Sonoma Land Trust office is in Santa Rosa, California. Staff are working in a hybrid model, but some field work may be required.

Sonoma Land Trust's benefits include:

- Paid time off including paid vacation based on tenure, 15 paid holidays, and paid sick and family leave
- 100% of employee premiums for medical, dental, and vision, and 75% of dependent premiums
- 5% employer contribution to retirement plan after one year of employment
- Employee life and disability insurance
- Pre-tax dependent care coverage plans for dependent or elder care
- An employee assistance program for mental health, coaching, and financial or legal consultation services
- A lifestyle account annual stipend for wellness or gear purchases

About Sonoma Land Trust

Sonoma Land Trust works in alliance with nature to conserve and restore the integrity of the land, with a focus on climate resiliency. The organization is also committed to ensuring more equitable access to the outdoors. Since 1976, the non-profit Land Trust has protected over 60,000 acres of scenic, natural, agricultural and open land for future generations. Sonoma Land Trust is accredited by the Land Trust Accreditation Commission and was the recipient of the 2019 Land Trust Alliance Award of Excellence. For more information, please visit [the Sonoma Land Trust website](#).

We are passionate about building and sustaining an inclusive and equitable working environment that is representative of the communities we serve. We know that having varied perspectives leads to better outcomes to solve the complex problems of conservation, climate change and environmental justice in Sonoma County. And to best serve the people of our community, we are taking the actions outlined in our [Diversity, Equity and Inclusion \(DEI\) Plan](#).

To Apply

Please submit your application through [the BambooHR platform linked here](#). Your application should include a resume and a cover letter. If you have any issues or questions about the application or to request an accommodation, please email: staffing@sonomalandtrust.org

Sonoma Land Trust is an Equal Opportunity Employer

We strive to create a diverse and inclusive organization and encourage applicants from all cultures, races, colors, religions, national or regional origins, sexes, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.