



PARKS PROGRAM ASSOCIATE

Save the Redwoods League is seeking a **Parks Program Associate** who is responsible for managing all aspects of public and partner access to certain League properties to provide inspiring redwood experiences for all who visit. This includes implementing and overseeing pragmatic and effective approaches to managing access and providing programs to the public at Harold Richardson Redwoods Reserve and other specified properties while also stewarding and protecting resources.

The **Parks Program Associate** also supports all the League's Parks & Public Engagement program areas, including recreational infrastructure projects in our state, national and local redwood parks as well as outreach and education programming.

About Save the Redwoods League

For over 100 years, **Save the Redwoods League** has been dedicated to protecting the ancient redwood forests so all generations can experience the inspiration and majesty of redwoods. Since its founding in 1918, Save the Redwoods League has protected more than 200,000 acres of forests and helped create 66 redwood parks and preserves for everybody to enjoy. To learn more about us, go to www.SaveTheRedwoods.org

We provide excellent benefits including paid vacation, sick time, medical, dental, transit benefits, life insurance and a generous 401K!

Essential Duties and Responsibilities:

- Oversees public access, Tribal access, and League and partner programs on League property; responds to public and partner inquiries, coordinating requests, issuing recreational permits, supervising activities onsite, and resolving public access issues internally and externally
- Assumes responsibility for ongoing management of public access that includes:
 - Issues permits for special events, guided activities, and commercial filming; monitors public access and visitor activities
 - Coordinates access and partnership opportunities with local Indigenous communities
 - Supports Outreach partnership development and program delivery onsite, including direct program delivery for League Focus Communities that have been historically underrepresented or marginalized in the redwoods
 - Supports and/or delivers Interpretation and Education programs
 - Manages and/or closely collaborates with property maintenance and land management, restoration, and research projects
 - Coordinates with Development Department to support donor visits and events, and public and private fundraising opportunities
- Implements initial access protocol for public access and practices at Harold Richardson Redwoods Reserve
- Provides support for the Parks & Public Engagement team and program areas, including:
 - Parks Program: Administrative assistance, coordination, and participation in partner and consultant meetings related to planning, design, and construction of redwood park recreational infrastructure projects
 - Outreach Program: Administrative assistance, participation in community events and programs, and occasional delivery of Outreach programs on League properties
 - Education Program: Administrative assistance and occasional delivery of Interpretive and Education programs, particularly on League properties
- Collaborates with the League's Senior Parks Program Manager, Outreach Program Manager, Education & Interpretation Manager, Director of Parks & Public Engagement, and Stewardship Manager as well as cross-disciplinary technical experts in Science, Marketing and Communications, and Development
- Researches, tracks, analyzes and reports on public access trends at League properties, including visitation, program, management trends, and in the outdoor recreation industry; seeks out best practices and

opportunities for continuous improvement in delivering inspiring experiences and effective access management

- Supervises contractors and vendors as needed

Qualifications:

- Commitment to Save the Redwood League's mission; passion for parks, outdoor recreation, and forest conservation; deep appreciation for the natural environment and the many benefits of connecting people to outdoor experiences
- Undergraduate degree or equivalent experience in a relevant field preferred
- Strong skills with MS Office programs required and with relational databases preferred
- Minimum of 2 years' experience working in outdoor recreation or in a park or similar setting
- Minimum of 1 year of experience supporting and/or managing programs related to one or more of the following: visitor access management or public use planning, interpretation or outdoor education, community engagement, public-private partnerships
- Experience in park management or land conservation is preferred, including stewardship, interpretation, park/business operations, contracting or grant making
- Ability to manage multiple projects with competing priorities and deadlines
- Skilled in managing diverse relationships and partnerships; successful at facilitating collaboration among stakeholders
- Familiarity with redwood and giant sequoia region ecosystems is desirable
- Demonstrated commitment to inclusion as well as cultural competency and ability to communicate and interact effectively with people across cultures, ethnic groups, and identities
- Strong research, writing and oral communication skills

Working Conditions & Physical Requirements:

- Frequent travel within California including overnight trips; some weekend and evening responsibilities
- Valid driver's license and clean driving record
- Required to hike through forestland while working off-site, including walking on uneven ground, climbing over obstacles, and accessing remote locations
- Occasionally lifts, carries, or otherwise moves and positions objects weighing up to 30 pounds

To Be Considered:

Email your resume, a cover letter addressing why you are a great fit for this role, and your salary expectations to: Jobs@SaveTheRedwoods.org with the subject heading "Parks Program Associate."

NO CALLS PLEASE... we are busy protecting redwoods. THANK YOU!

Save the Redwoods League is an Equal Opportunity Employer and is committed to creating an environment of equity and inclusion. Recruiting and retaining a diverse workforce is a high priority; people of all identities, backgrounds, and cultures are encouraged to apply. Learn more about our [Diversity, Equity, and Inclusion](#) values and initiatives.

Fluent English speakers who are bi-or multi-lingual, including Indigenous language speakers, are encouraged to apply.