

## Job Posting



PLANTING FIELDS

### Community Engagement Coordinator (Full-time)

Hours: 40.0 hours/week 8:30am to 4:30pm, Monday-Friday. Some evenings, weekends, and holidays are required.

Planting Fields Foundation is seeking a Community Engagement Coordinator to lead and coordinate the Foundation's service-learning programs, community outreach, and educational interpretation. Serving as the primary point of contact for youth volunteers and service-learning participants, this role develops and delivers interpretive materials and site-specific educational experiences with a focus on landscape, sustainability, and accessibility. This role fosters cross-departmental collaboration, manages programs, and engages volunteers, staff, and the public in meaningful educational and sustainability-focused experiences. Reporting to the Education Manager, the Coordinator works closely with all teams to advance the Foundation's mission and expand the accessibility of the site and programs.

### Duties + Responsibilities

- Serve as the primary point person for all service-learning programs and youth volunteer initiatives.
- Develop and oversee a seasonal Young Adult Service-Learning Program and Summer Youth Service-Learning Program that support multiple departments and foster engagement with the next generation.
- Maintain relationships with volunteers and service-learning participants and organize community volunteer events and learning opportunities.
- Oversee volunteer placement within service-learning programs by managing inquiries, processing applications, and collaboratively assigning participants to appropriate departments and projects when applicable.
- Compile and maintain participation data, including volunteer hours contributed and projects supported across departments.
- Create and maintain training materials that support consistent interpretation and messaging across departments.
- Collaborate across departments to strengthen site interpretation through program delivery, on-site facilitation and interpretive resources for events, tours, and festivals as needed.
- Directly facilitates, leads, and prepares field trips as needed.
- Support the evaluation and expansion of accessibility across the site.

- Coordinate projects that enhance physical and programmatic access for visitors.
- Support the development and implementation of accessibility improvements across departments.
- Maintain and expand community outreach content across Foundation communications platforms in coordination with the Marketing and Communications Manager, including:
  - Website
  - Monthly newsletter
  - Social media
- Develop outreach materials and promotional content for assigned initiatives in coordination with the Marketing and Communications Manager.
- Showcase sustainability initiatives and volunteer projects through marketing and interpretive platforms.
- Other duties as assigned.
- Reports to the Education Manager

### **Education and/or Experience**

- Bachelor's degree preferred. A degree in Environmental Science, Environmental Education, Sustainability, or a related field is a plus.
- 1–3 years of relevant professional experience.
- Demonstrated experience working with youth and coordinating projects or programs requiring strong organizational skills, clear communication, attention to detail, collaboration across departments, and consistent completion of tasks in a timely manner.
- Strong organizational skills with the ability to maintain accurate data records, prioritize multiple time-sensitive projects, and ensure timely reporting.
- Strong interpersonal and communication skills with the ability to work effectively with staff, leadership, volunteers, and the public.
- Experience in the maintenance of public gardens or landscapes preferred.
- Proficiency in Microsoft Office Suite.
- Demonstrated experience using Canva.
- Regular office hours are required. Due to the nature of the position, evening and weekend work may occasionally be required, including short notice.

### **Additional Information**

This is a full-time position based in Oyster Bay, New York. The position is to be fully performed onsite at Planting Fields. Employees are eligible to participate in a generous benefits program. The pay rate is \$22.66.

Planting Fields Foundation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Planting Fields Foundation makes hiring decisions based solely on qualifications, merit, and business needs at the time.

To apply, send a resume and letter of interest (both in PDF format) to [efitzpatrick@plantingfields.org](mailto:efitzpatrick@plantingfields.org)

### **About Planting Fields**

Planting Fields Foundation strives to preserve and make relevant to all audiences the heritage of Planting Fields, an early 20th century 409-acre estate, designed as an integrated composition of the built and natural world. Founded in 1952 by William R. Coe, the Foundation is a not-for-profit public educational foundation chartered by the New York State Board of Regents and tax exempt under the status for a 501C3 organization. Located in Oyster Bay, New York and originally landscaped by the Olmsted Brothers of Brookline, Massachusetts, the Arboretum grounds feature 409 acres of greenhouses, rolling lawns, formal gardens, woodland paths and outstanding plant collections. The original historic estate buildings remain intact including Coe Hall, a 65-room Tudor Revival mansion designed by Walker & Gillette. The interior of the house is a showcase of artistry and craftsmanship and features a distinctly American aesthetic through original ironwork commissions by Samuel Yellin and murals painted by artists Robert Winthrop Chanler and Everett Shinn. Planting Fields is included in the National Register of Historic Places. Learn more at [www.plantingfields.org](http://www.plantingfields.org).