



Deschutes Land Trust Job Posting

The Deschutes Land Trust is seeking a Community Engagement Associate to join its dedicated team!

Who We Are:

The Deschutes Land Trust conserves and cares for the lands and waters that sustain Central Oregon, so local communities and the natural world can flourish together for generations to come. Since 1995, the Land Trust has protected more than 18,700 acres throughout Central Oregon for future generations. We embrace diversity, equity, and inclusion, and are committed to building a conservation community with diverse backgrounds, cultures, and life experiences. For more information about us, visit deschuteslandtrust.org

What You'll Do:

The Community Engagement Associate is a part-time (32 hours/week) position that provides core support for Deschutes Land Trust community engagement activities. This includes providing event registration and support for Land Trust events, as well as administrative assistance for community engagement activities and programs. The Community Engagement Associate reports to the Associate Community Engagement Director, but works collaboratively with all Land Trust Staff and Board Members to build support for the Land Trust. Core duties and responsibilities include:

Essential Functions:

Event Support

- Set up events on our online registration system and on our website.
- Provide day-to-day registration for more than 100 Land Trust events, including keeping participant lists accurate and full, updating our website, adding events to online calendars, and helping participants register either online or via phone.
- Provide customer support to participants of Land Trust Nature Nights, Walks + Hikes, volunteer opportunities, and other Land Trust events.
- Complete post-event follow-up and list reconciliation for Community Engagement programs and events.
- Accurately track and log hundreds of annual waivers and other forms for individuals participating in Land Trust programs.
- Attend and provide support for community engagement programs, activities, and events, including on evenings and weekends.
- Complete other administrative duties as assigned.

Community Engagement Support

- Complete regular and timely community engagement mailings.
- Assist with tracking of community engagement supplies, including print materials and items for programs.
- Track communications analytics on spreadsheets.
- Accurately enter and update volunteer hours and community engagement activities in Land Trust's central database.
- Work with volunteers on Community Engagement team programs and projects.
- Complete other administrative duties as assigned.

Work Environment:

- The Community Engagement Associate regularly works in an office setting, and occasionally in the field/at Land Trust protected lands.
- This position requires moderate travel, attending around 2-3 events a month (on weekends or evenings) at Land Trust protected lands and throughout Central Oregon.
- Lifting and carrying of tables, canopies, and display materials is often required when setting up events or tracking supplies.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

What You Need:

- **Administrative Skills:** At least two years' experience in an administrative role.
- **Organization and Detail Skills:** Excellent organizational skills, including attention to detail and time-management skills. Strong ability to set priorities and meet deadlines to complete projects efficiently and effectively while handling multiple priorities at once.
- **Conservation Commitment:** Passion and commitment to the mission, vision, and values of the Deschutes Land Trust.
- **Diversity, Equity, and Inclusion Commitment:** Commitment to applying diversity, equity, and inclusion principles and practices within an organization to your work. Commitment to fostering an inclusive Land Trust community, where people of all identities are represented and feel welcome.
- **Technology Skills:** Strong grasp of current office computer applications, including Microsoft Office and Google Suite. Experience with web-based content management systems (Eventbrite, SmartWaiver) and Salesforce.
- **Communication Skills:** Ability to communicate effectively, tactfully, and diplomatically in writing and in person with a diverse community.

How to Apply:

Applications due April 15, 2026. Your application should include the following:

- Cover letter describing your qualifications for and interest in the position.

- Resume.
- References (We will contact your references only after you have given us permission).

Please send your application as an attachment to: info@deschuteslandtrust.org with the words “Community Engagement Associate” in the subject line.

Please contact Pat Cohen at the email above if you need an accommodation. All inquiries will be handled confidentially. We will acknowledge receipt of your application via return email and contact you as we proceed further into the recruitment and selection process.

People of color and others from historically underrepresented communities are strongly encouraged to apply. For a complete job description and more information about us, visit www.deschuteslandtrust.org/careers. We appreciate your interest in the Deschutes Land Trust!

Compensation: \$21.63-25.00/hour depending on experience, plus generous benefits.

What's Important to Us:

Our Mission: We conserve and care for the lands and waters that sustain Central Oregon, so local communities and the natural world can flourish together for generations to come.

Our Values: Integrity, Diversity, Quality, Collaboration, Adaptability.

Our Vision: We envision a future of strong and healthy natural and human communities—where we work together to conserve and care for the lands that make Central Oregon an incredible place to live, work, and grow.

- With the population of Central Oregon continuing to grow and our climate rapidly warming, we protect the rivers, forests, canyons, meadows, and agricultural lands that Central Oregon will need to thrive for generations to come.
- We conserve lands that are strong and adaptable to the changing climate and that sustain functioning natural systems, abundant native plants and animals, clean air and water, and healthy local communities.
- All people have an opportunity to meaningfully connect with this place, so that together we can build an interconnected community of people committed to protecting and caring for the lands we all love.

What We Offer:

The Deschutes Land Trust offers competitive salary and benefits to full-time staff. This includes health insurance, a 403B retirement plan with matched contributions, volunteer time off, 20 paid days off annually to start, and 13 paid holidays annually. The Land Trust offers a flexible work location within Central Oregon where employees may work in the office or remotely depending on the requirements of the position.

The Deschutes Land Trust is an equal opportunity employer, and does not discriminate based on race, color, age, sex, sexual orientation, sexual identity or expression, religion, ability, or national origin. **More Information:**

www.deschuteslandtrust.org