



NORTHCOAST REGIONAL LAND TRUST

Application Packet for the position of: **Cows & Cattails Program Coordinator**

The Northcoast Regional Land Trust (NRLT) seeks an enthusiastic, community-minded Program Coordinator to coordinate and deliver our *Cows & Cattails* field trip program this fall — a hands-on environmental and agricultural education experience for 3rd-5th grade students at our Freshwater Farms Reserve property in Eureka.

Learn more about the program: ncrlt.org/education-programs.

Staff at NRLT work alongside an engaged community of volunteers, landowners, and conservation partners. We believe diverse perspectives strengthen our work and encourage candidates from all backgrounds and lived experiences to apply.

Start Date: September 2026

Status: Part-Time, Temporary; up to 100 hours during the fall 2026 season

Duration: September - November 2026, with the possibility of rehire for the Spring 2027 season contingent on program needs, available funding, and performance.

Schedule: Approximately 8–12 hours per week during active programming, with hours varying based on school scheduling and program needs. Must be available at least two weekday mornings per week for field trips; specific days are flexible.

Location: Hybrid. In-person at Freshwater Farms Reserve and participating school sites throughout Humboldt County, with remote work for scheduling, administrative, and communications tasks.

Reports To: Outreach and Development Director

Pay Range: \$20-24/hour, depending on qualifications and relevant experience. Approved work-related mileage will be reimbursed at the applicable IRS mileage rate.

Applications reviewed as received. Priority deadline: September 4, 2026.

About the Northcoast Regional Land Trust:

Based in Arcata, California, NRLT is an accredited land trust that has protected over 81,000 acres of forest, farms, oak woodlands, wetlands, and rangelands since 2000. NRLT works to conserve and care for wild and working lands throughout Northwest California. We connect people with vital landscapes and habitats, support local producers, and inspire current and future land stewards through education and community-centered conservation programs.

Position Summary:

The Cows & Cattails Program Coordinator coordinates and facilitates NRLT's signature environmental education field trip program consisting of a pre-recorded video lesson, three-hour field trip at Freshwater Farms Reserve covering botany, hydrology, soil science, and fisheries stations, and classroom post-lesson. This grant-funded position schedules and leads school visits and field trips, working closely with the Outreach and Development Director to ensure a safe, engaging, and well-organized learning experience for participating students, teachers, and volunteers.



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This is a great opportunity for someone passionate about land conservation and environmental education who is looking for meaningful, flexible part-time work this fall. The successful candidate does **not** need to be an expert in every subject covered by the program. NRLT provides an established curriculum, program materials, orientation, and training. We are looking for someone who is curious, adaptable, organized, comfortable learning and teaching in an outdoor setting, and able to confidently engage elementary-age students.

Key Responsibilities:

- Lead the Cows & Cattails field trips and classroom post-lessons, using NRLT's existing curriculum.
- Coordinate volunteer/staff station leads as needed to support field trip delivery.
- Coordinate school visits and field trips through scheduling software (Calendly, Google Calendar), email and phone communication with school staff.
- With support from the Outreach and Development Director, maintain all program materials (handbooks, evaluations, lessons, etc.).
- Collect and track participant information, evaluations, and feedback.
- Support recruitment, training, and oversight of volunteers assisting with program delivery.
- Help ensure the health and safety of participating students, teachers, parents, volunteers, and staff.
- Maintain and properly store program equipment and supplies.
- Support occasional related outreach such as fliers, signage, newsletter content, or social media, as appropriate.
- Participate in staff meetings, trainings, and other NRLT activities, as needed.

Qualifications

- Genuine interest in land conservation and environmental education.
- Strong communication and organizational skills.
- Experience working with K-12 students.
- Ability to confidently facilitate large groups of students in both classroom and outdoor settings. Knowledge of northwestern California and/or environmental education, restoration, agriculture, fisheries or forestry practices preferred.
- Commitment to work with sensitivity and without discrimination towards peoples of diverse perspectives, cultures, races/ethnicity, socio-economic positions, ages, religions, genders, physical/mental challenges/disabilities, and sexual orientations.

Physical & Work Requirements

- Ability to spend several hours outdoors and walk over uneven or wet terrain while supervising groups of elementary-age students in a variety of weather conditions.
- Reliable transportation to travel between NRLT's office, Freshwater Farms Reserve, and participating school sites throughout Humboldt County.



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- Valid driver's license and automobile insurance are required if driving a personal vehicle for work-related travel.
- Reliable internet access for remote work.
- Ability to work at least two weekday mornings per week during the fall field trip season (specific days flexible based on school scheduling needs).

Application Instructions

Email the following as a single PDF (preferred) to jobs@ncrlt.org:

- Application cover sheet (see attached)
- Cover letter
- Resume
- List of at least two professional references

Applications reviewed as received. Priority deadline: September 4, 2026.



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APPLICATION COVER SHEET

Position: Cows & Cattails Program Coordinator	
Full Legal Name (Last, First, Middle Initial)	Primary Phone
Preferred Name (optional)	Alternate Phone (optional)
Mailing Address (including City, State, and Zip)	Email Address
Are you legally authorized to work in the United States? ☐ Yes ☐ No	
This position requires driving for work purposes. If hired, can you provide a valid driver's license and proof of auto insurance? ☐ Yes ☐ No ☐ Not applicable	
Earliest Available Start Date:	
How did you hear about this position? ☐ NRLT Website ☐ Job Board (please specify): _____ ☐ Referral (name): _____ ☐ Social Media (please specify): _____ ☐ Other: _____	
Professional Profile or Portfolio (optional): LinkedIn / Website: _____	

I certify that the information provided in this application and all attachments is true and complete to the best of my knowledge. I understand that any falsification or omission may disqualify me from consideration or, if employed, may result in termination. I authorize verification of the information provided, including contact with references and educational institutions.

Applicant Signature: _____ Date: _____