



Full-time, Permanent Employment Opportunity

Thames Talbot Land Trust (TTLT) is seeking a passionate Engagement Coordinator to join our team and support our mission of protecting and stewarding land and nurturing peoples' relationships with land and nature. If you are inspired by our mission and have a passion for nature and the outdoors, we would love to hear from you.

Position Title:	Engagement Coordinator
Reports to:	Development Manager
Location:	London, Ontario
Hours of work:	37.5 hours per week, typically worked between Monday-Friday, 8:30 am - 4:30 pm, with some evening and weekend work as needed
Term:	Full-time, Permanent
Start Date:	August 17th (negotiable)
Compensation:	Annual salary of \$49,000 to \$52,000 with benefits

This is a full-time, permanent position with employer-paid health and dental benefits package, employer matched contributions to retirement plan, 2 weeks paid vacation with additional 3 paid days off (usually taken between Christmas and New Years Day but flexible), and professional development opportunities. TTLT also typically provides an annual cost of living adjustment plus opportunity for merit increases based on performance evaluations.

About Thames Talbot Land Trust:

Thames Talbot Land Trust (TTLT) is an environmental charity with a mission to protect, restore, and nurture nature within Elgin, Middlesex, Oxford and Perth counties and the City of London. Established in 2000, TTLT has built a dedicated network of staff, volunteers, and community partners who work together to conserve important natural and agricultural lands and inspire a connection to nature at the local level.

TTLT permanently protects more than 2,600 acres of land across 32 sites (and counting), which are home to more than 100 species at risk. As one of the first land trusts to receive the Conservation Excellence Award from the Centre for Land Conservation, we are committed to striving towards a greener future for all living beings.

Working with TTLT means flexible working hours, an office where you can enjoy nature on your breaks and a close-knit team of passionate people to work with. We are committed to equity and diversity and aim to ensure that people from all walks of life are welcome, safe, included, and valued in all aspects of our work.

Position Summary:

The Engagement Coordinator is responsible for creating and maintaining relationships with community members through participating in community events and providing engaging and meaningful stewardship and outreach events/opportunities. TTLT has around 200 active volunteers annually and several community partners.

The Engagement Coordinator manages all aspects of TTLT's volunteer program (recruitment, onboarding, retention, communications, training, event facilitation and coordination etc.) as well as other volunteer-led projects like the Passport to Nature program. This position is also responsible for strengthening community connections by organizing TTLT's participation in partner events/opportunities and providing experiences for other partners.

Key Responsibilities:**Volunteer Management**

- Managing all aspects of TTLT's Volunteer Program
- Developing and updating volunteer policies, procedures, and supporting materials
- Volunteer recruitment, orientation, onboarding, and training
- Facilitation of volunteer events e.g., stewardship field days
- Volunteer recognition and retention including coordinating the annual Volunteer Appreciation event and volunteer awards
- Volunteer tracking including maintaining volunteers in TTLT's CRM database
- Leading volunteer-led projects and programs such as Passport to Nature
- Creating and reviewing communications targeted towards volunteers
- Ensuring volunteer opportunities are welcoming and inclusive to all participants
- Tracking and reporting volunteer impacts

Partnership Development

- Building and maintaining relationships with community partners
- Coordinating community engagement opportunities such as booths, presentations, and educational programming
- Developing and updating partnership development policies, procedures, and supporting materials
- Tracking and reporting on partnership impacts

Event Coordination

- Annual events planning
- Leading the coordination of outreach, stewardship, and volunteer events/opportunities
- Developing and updating event policies, procedures, and supporting materials
- Working with other staff to organize and implement events/opportunities
- Ensuring events/opportunities are welcoming and inclusive to all participants
- Tracking and reporting event metrics and impact

Experience, Abilities & Skills:

Must have:

- Strong customer service skills and ability to build positive relationships with individuals with diverse backgrounds, experiences, ages, and abilities
- People person personality with excellent public speaking skills in both formal and informal settings
- Experience developing or documenting program policies, procedures, and materials
- Some experience coordinating volunteers
- Basic comfort with tracking data and reporting on program outcomes, e.g. spreadsheets, simple metrics
- Excellent written and oral communication skills
- Strong attention to detail and organizational skills
- Ability to manage multiple projects and prioritize work
- Ability to work collaboratively and engage people in a positive manner
- A commitment to anti-racism and supporting accessibility and inclusivity through all aspects of your work
- Knowledge of nature conservation and/or environmentalism
- A love of nature and the outdoors and a passion for the environment
- Previous experience and enthusiasm for working outdoors, off trail, in all weather and conditions (e.g. rain, heat, mosquitoes)
- Valid Ontario driver's license and clean driving record.

Assets

- Understanding of and experience with Engagement Organizing principles
- Experience with Customer Relations Management (CRM) software
- Experience designing or building volunteer or public programming, not just delivering it
- Experience with event logistics, including budgeting, vendor, or venue coordination
- Experience working in a non-profit setting
- First Aid training

We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applications from all qualified individuals, including applicants from all cultures and backgrounds, racialized communities, diverse sexual and gender identities, and physical or mental abilities. As well, accommodation will be provided in all parts of the hiring process. We request that applicants please communicate specific needs to facilitate planning.

How to apply:

- Please submit your application through the submission link [here](#) by 11:59 PM (EST) on July 19, 2026
- Applications will be assessed according to the experiences, skills, and abilities listed above. Your application can be in any format that you feel best demonstrates how you meet these criteria.
- Link for application submission:
<https://airtable.com/appwROWoXIlzLUCr9/pagfVMINXTUfbmb82/form>

We would like to thank all applicants for their interest; however, only those selected for an interview will be contacted.