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JOB ANNOUNCEMENT

Outreach Coordinator, Sandhills Task Force

Location: Remote, must be located in or near the Nebraska Sandhills, United States

Title: Outreach Coordinator, Sandhills Task Force

Type: Full-time or part-time

Please indicate on your application if you're available 20, 30, or 40 hours per week.

Application Deadline: May 8, 2026.

POSITION DESCRIPTION:

About the Sandhills Task Force

The Sandhills Task Force (STF) is a nonprofit organization guided by a Board of Directors composed of ranchers and conservation representatives. STF is dedicated to supporting the long-term sustainability of Nebraska's Sandhills through voluntary, community-based conservation, a robust internship/apprenticeship program, and other outreach programs. STF works with private land stewards to enhance ecosystem health while sustaining working ranches and rural communities.

Position Summary: The Outreach Coordinator is a full-time or part-time staff position responsible for advancing the mission, goals, and growth of the STF through strategic outreach and engagement. This role focuses on developing, implementing, and overseeing outreach initiatives that build understanding of Sandhills ranching, culture, conservation, and economics among land stewards, partners, and the general public.

The Outreach Coordinator will be part of a dynamic and collaborative team and will work under the direction of the Executive Director. This position will work closely with land stewards (owners, operators, tenants, etc.) and partner organizations to support both ranching and conservation outcomes. Primary responsibilities include planning and executing tours, workshops, meetings, and creating outreach materials.

Location: This is a remote position based in or near the Nebraska Sandhills, a 20,000-square-mile region located primarily in north-central Nebraska. Regular travel within the Sandhills and surrounding areas is required. Mileage will be reimbursed at the current IRS rate.

SPECIFIC JOB RESPONSIBILITIES:

- Develop and implement outreach strategies to engage land stewards, partners, and the general public
- Coordinate workshops, tours, and educational events
- Create communication materials, including newsletters, flyers, brochures, social media, and website content
- Prepare reports documenting project accomplishments for grant requirements
- Maintain accurate and detailed budget information
- Build and maintain partnerships with local, state, and regional organizations
- Assisting the STF Team with other tasks as needed
- Advancing Collaborative Landscape Conservation Initiatives

QUALIFICATIONS:

- College degree, or equivalent experience, in Agricultural, Natural Resource Management, Communications or similar is preferred
- Excellent written and verbal communication skills
- Experience in outreach, education, or community engagement preferred
- Event planning and coordination experience preferred
- Well-organized and detail oriented
- Self-motivated, lots of initiative, eager to learn, able to work with minimal supervision, but willing to ask questions and seek direction if needed
- Professional demeanor and strong interpersonal skills
- Understanding of Sandhills ranching culture and conservation practices preferred
- Valid driver's license, dependable vehicle, and willingness to travel

COMPENSATION:

Salary is competitive and based on experience, with a full-time range of \$35,000–\$55,000 annually (adjusted for part-time status).

Benefits include:

- Paid time off
- Retirement plan with employer matching contributions
- Flexible work environment
- Opportunity to make a meaningful impact on one of the nation's most unique landscapes

All necessary equipment (excluding a personal vehicle) will be provided.

Questions regarding this position may be referred to:

Shelly Kelly by phone at 308-214-0065 or email at shelly@sandhillstaskforce.org

The Sandhills Task Force is an equal opportunity employer.

STF's Vision of the Sandhills:

An intact rolling prairie landscape intermixed with wetlands, meadows, and streams, where diverse native plant and animal life prospers along with robust communities supported by a thriving ranching economy.

Mission of the Sandhills Task Force:

To partner with Sandhill ranchers; local communities, groups, and organizations; and local, state and federal agencies to identify, prioritize, plan, and implement mutually acceptable projects that benefit private ranching, wildlife and vegetative diversity, and associated water supplies.

Goal of the Sandhills Task Force:

To enhance the Sandhill wetland-grassland ecosystem in a way that sustains profitable private ranching, wildlife and vegetative diversity, and associated water supplies.

Additional information about the Sandhills Task Force is available at <http://www.sandhillstaskforce.org/>

How to Apply

Applications will be accepted until May 8, 2026. The application package should include a concise resume of experience including evidence that the candidate meets both the required qualifications and explains how they can perform the job responsibilities as listed in this position announcement. Please include three references familiar with the candidate's professional accomplishments.

Candidates may submit their resume, references, and cover letter by email to: shelly@sandhillstaskforce.org