



JOB TITLE: Project Ambassador, Olmsted West

LOCATION: Hybrid

REPORTS TO: Project Director of Olmsted Parks Conservancy

Status: Full-time, Exempt

POSITION SUMMARY

Olmsted Parks Conservancy is seeking a skilled ambassador with a proven track record of stakeholder engagement to lead in a collaborative environment internally and externally. The Project Ambassador will have community engagement, project and budget management responsibilities for the Chickasaw Park Restoration Project while building community and capacity across all seven of Olmsted's West End parks. This is a full-time grant funded position with possibility of extension pending available funding. Olmsted Parks Conservancy's mission is to restore, enhance and forever protect Louisville's Olmsted-designed parks and parkways. Involving those who know and love these parks to plan park improvements, steward the natural areas, and advocate for the parks is key to our mission.

ESSENTIAL DUTIES AND TASKS

The Project Ambassador for Olmsted West will play a central role in planning and implementing Olmsted Parks Conservancy's three-year commitment to restore and enhance Chickasaw Park. The incumbent will lead community involvement in park planning and execute robust community programming with park partners to support community ownership in all aspects of the park and project. The Project Ambassador will be partnered with professional landscape architects and park professionals to ensure the Chickasaw Park project is completed at high quality and with the full participation and benefit with the community that loves and uses this park. Additional funds or capacity will be spent in the other West End Olmsted Parks which include Algonquin, Chickasaw, Baxter, Boone, Elliott, Shawnee, and Victory Parks

- Enhance mutual collaboration between community and Conservancy to protect and restore the historic, ecologic and cultural assets of the Olmsted-designed West End parks and parkways.
- Establish a Chickasaw Park Community Advisory Council, host design charrettes (with Olmsted team and professional services), execute robust community programming, with local partners, and expand park stewardship program to support community ownership of the park.
- Develop Chickasaw Project community engagement to include mixed methods (onsite, digital etc.) and manage the community engagement budget including both direct costs and support for park partners for programming.
- Work in close collaboration with Olmsted Parks Conservancy team and expertise, including the Director of Advocacy, Director of Stewardship, and 3rd party professionals.

- Develop and maintain positive and mutually beneficial relationships with city agencies, area neighborhood associations, religious and civic organizations, and elected officials
- Build trust among community members, park and recreation agencies and various park partners
- Strengthen civic capacity including volunteer park stewards and enabling programming that increases community ownership over spaces.
- Represent Olmsted Parks Conservancy at community meetings and park events including tabling and membership promotion.
- Organize member events (like tours, hikes or forest bathing) and volunteer opportunities (removing invasive species, tending to pollinator garden or landscape beds)
- Support internal Project work team by managing meetings, budgets, and timelines for West End Park Projects

QUALIFICATIONS

- Bachelor's degree or equivalent experience required.
- Minimum 3–5 years of experience in plan-design engagement, community organizing park programming or a related field.
- Ability to creatively plan, coordinate and facilitate community meetings and events.
- Ability to read, understand, and comprehend planning and design documents.
- Knowledge of and relationship with West End communities served by Olmsted parks.
- Resilient to back and forth and/or criticism inherent in park community engagement.
- Knowledge of or interest in learning Olmsted design principles.
- Demonstrated interest in nature and ecology.

SKILLS & ATTRIBUTES

- Highly motivated to implement the Chickasaw Park Restoration Project
- Passion for the key role public parks play in civic and urban health.
- High value for cultural preservation, the history of Louisville's West End, and the importance of investment without displacement.
- Strong interpersonal skills and problem solving.
- Exceptional organizational skills, attention to detail, and ability to manage multiple priorities.
- Excellent communication in small settings and large groups.
- Self-starter with strategic thinking and problem-solving abilities.
- Discretion and maturity in handling confidential information.
- Valid driver's license and reliable transportation

A combination of education, training and experience may be substituted when competency in the role is demonstrated. The employee must be able to maintain complete confidentiality of any information encountered.

WORKING CONDITIONS

This work is performed in a business office setting at the Conservancy office and outside in the parks and community. Job duties also necessitate the need to drive off-site for job-related meetings. Must be willing to work evenings and weekends as necessary.

SPECIALIZED SKILLS AND KNOWLEDGE:

This position requires computer knowledge and skill. Must be able to use standard business software including Microsoft Office. Attention to detail, strong interpersonal skills and confidentiality are essential.

SALARY: Salary is commensurate with education and experience.

BENEFITS: Paid vacation (2 weeks per year), 12 paid holidays, paid time off 1 day per month. 100% Individual Health Insurance; 6 weeks paid parental leave; 401K match.

Olmsted Parks Conservancy, Inc. is an equal opportunity employer that values diversity in its workplace. OPC reserves the right to revise and alter this job description as needed.

TO APPLY:

Send resume and cover letter to: careers@olmstedparks.org by December 15, 2026