



## Position Available: Event and Program Coordinator

The Colorado Alliance for Environmental Education (CAEE) is a non-profit association, providing services to more than 800 environmental educators statewide. The organization serves the shared interests of public agencies, businesses, teachers, community organizations and individuals providing and using environmental education (EE) materials and programs. CAEE exists to advance environmental literacy by fostering collaboration, mobilizing support, and driving excellence in environmental education.

We are dedicated to ensuring everyone in Colorado has the opportunity to learn about the environment and experience quality environmental education. CAEE seeks an individual who is self-motivated, a team player, and inclusion-oriented. The “art” of the position is to make behind-the-scenes work go smoothly, so that members and clients relax and enjoy learning, networking, or volunteering.

**Position Description:** The Program Coordinator has distinct primary responsibilities for a variety of organizational functions and operations. This is a full time, salaried position with health insurance benefits reporting to the Executive Director. This position will provide program and event management and coordination, oversee communication and marketing, and support organizational administration. The position is based in the Alliance Center in Denver, but there may be opportunities to work remotely.

### ***Responsibilities:***

CAEE strives for a delicate balance of professionalism and fun, a climate of innovation within guidelines for excellence, and an atmosphere of enjoyable experiences within the context of serious learning and teaching. The organization seeks an individual who is self-motivated, resourceful, and thrives in a team atmosphere. Communication, public relations and strong organizational skills are essential. Specifically, this position will focus on these initiatives:

1. **Event and Program Management:** Coordinate CAEE programs and facilitate volunteer committees with committee chairs. Manage overall process, timeline, and facilitation of CAEE events, which include: annual conference, West Slope Conference, webinars, and other events. Participate in initiatives to advance equity and inclusiveness within CAEE and our programs as well as the broader community. Assist with other programs as needed. (60%)
2. **Communication and Marketing:** Create and manage weekly email communications, listservs, and market CAEE programming. Represent the organization at outreach events. Edit and update CAEE’s website and social media. (20%)
3. **Organizational Administration:** Respond to phone calls, voicemail, email, postal mail, and other written requests for information. Perform financial record keeping, Coordinate and build membership program and relationships. Track and update member information

and status. Facilitate donor support including tracking information and communication.

This position will perform other organizational duties as needed. (20%)

**Representation of CAEE:** Demonstrate leadership by building recognition for and representing CAEE within both the environmental education and greater Colorado community through high-quality programs and effective partnerships.

***Minimum Qualifications:***

- Bachelor's degree is preferred; however, a combination of education and work experience may substitute for a degree.
- Strong communication (written and verbal) skills
- Strong facilitation skills in small/large group settings as well as in conference call formats.
- Ability to handle multiple tasks with different priorities and objectives and willingness to support various organizational projects that may be outside of your direct scope.
- Ability to demonstrate flexibility and work independently.
- Proficient with Microsoft Office, email, website, database and online newsletter programs.
- Value building an inclusive work atmosphere and environmental education community.
- Self-directed and highly motivated with an interest in environmental education.
- Good interpersonal skills, team-oriented, enjoy working in a dynamic setting.

Compensation: \$35,000 per year with Health insurance benefits

To apply: Send resume and cover letter, preferably in a single document, to **director@caee.org** or Colorado Alliance for Environmental Education, 1536 Wynkoop St. Suite 314, Denver CO 80202 Please note that electronic submission via email is preferred. The application deadline is **June 14, 2019**.

**Manual Functions:**

While performing the duties of this job, the employee is frequently required to walk, sit, talk and/or hear. The employee is frequently required to use hands to operate objects, tools or controls, and to reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to focus. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. CAEE is an equal opportunity employer. All individuals are encouraged to apply.

CAEE works to ensure everyone in Colorado has an opportunity to learn about the environment where they live. We value inclusiveness and define diversity in its broadest sense. CAEE welcomes everyone to the field of Environmental Education and the Alliance, including but not limited to people of all races, ethnicities, genders, sexual orientations, abilities, ages, national origins, socioeconomic status, religions affiliations, languages, and heritages. We strive to diversify our workforce and seek applicants from all backgrounds. CAEE is an equal opportunity employer and does not tolerate discrimination nor sexual harassment in the workplace at any time, under any circumstance. CAEE is committed to becoming a diverse, inclusive, and equitable organization.