

Grand Canyon Wolf Recovery Project

JOB ANNOUNCEMENT

Part-Time Education & Outreach Coordinator

The Grand Canyon Wolf Recovery Project (GCWRP) is a small nonprofit organization based in Flagstaff, Arizona dedicated to bringing back wolves to help restore ecological health in the Grand Canyon region.

The Education and Outreach Coordinator will report directly to the Executive Director. Office resources and work space for the Education and Outreach Coordinator will be provided.

This is a 20 hours per week position, based in Flagstaff, Arizona. Some weekend and evening work will be required.

All interested applicants please send cover letter, resume, and three references to Emily Renn, Executive Director, emily@gewolfrecovery.org. Please put your name in subject line along with job title. No phone calls please. Applicants will be contacted by email during the first week of December. Job is expected to begin at the beginning of January 2018.

Applications accepted until November 30, 2017.

General description of position

One of our primary goals is to build a constituency of public support for wolves through education and outreach in communities throughout the Grand Canyon region. The Education and Outreach Coordinator leads our public education efforts and recruits, educates and trains a strong volunteer network in support of our mission to bring back wolves to the Grand Canyon region.

Knowledge, skills, and abilities required

- Great interpersonal skills, and ability to get along with a variety of people of all ages
- Excellent written and oral communication skills
- Public speaking ability
- Ability to travel to meetings, education/outreach programs, and special events
- Experience with grant writing and/or other fundraising activities
- Proficiency with Windows and Office applications, especially Word, Excel, and PowerPoint, and Gmail and Gmail calendars.
- Comfortable using social media and creating original content, such as on Facebook, Twitter, and Instagram
- Willingness to camp outdoors at out-of-town outreach events
- Flexible and able to work occasional evenings and weekends

Education and experience desired

- Bachelor's Degree with background in Education preferred and/or Science, Wildlife, Biology
- Familiarity with wolf conservation issues
- Community organizing experience
- Prior experience coordinating volunteers and education/outreach programs in a non-profit setting
- A strong desire to have wolves back on the ground in the Grand Canyon region

Compensation

\$15.00/hour or \$14,400/year with vacation and sick leave

Working conditions

- Part-time, 20-hours per week work week based in Flagstaff, Arizona
- May telecommute from home or work from the GCWRP office when not at offsite events
- Includes evening and weekend assignments
- Occasional camping trips and out-of-town travel for events or meetings in region
- Ability to lift and carry outreach supplies and display materials that can weigh up to 40 lbs.
- Must have reliable vehicle for travel with outreach supplies and display materials to events

Duties & Responsibilities

- Coordinates existing and creates new opportunities for meaningful involvement in wolf recovery advocacy and organizes volunteer participation, such as tabling at Grand Canyon National Park and regional events
- Coordinates public education programs involving the regional public (eg. schools, universities, community events).
- Promotes and publicizes GCWRP volunteer opportunities to current volunteers and the community at large. Conducts one-on-one interviews with each new potential volunteer and intern. Plans and executes ongoing training for the volunteers.
- Creates content for handouts, including talking points and action alerts
- Maintains appropriate volunteer records, email listservs, membership database, and contacts.
- Coordinates and plans special education, outreach, and volunteer events as approved and supported by the Executive Director and Board
- Coordinates communication with education and outreach opportunity contacts and volunteers
- Updates calendar of events
- Utilizes social media to increase education about wolves and advertise volunteer and grassroots action opportunities
- Maintains in good order and keeps track of outreach supplies, handouts, stickers, and lobo marketplace inventory before and after each event. Communicates with the Executive Director when items need to be re-ordered
- Creates appropriate work plan and provides supervision for interns when needed
- Assists with raising funds, finding new funding resources, special events, and grant writing when needed
- Attends USFWS & AZGFD public meetings that pertain to wolf recovery and management, and is prepared to testify and help volunteers speak or write comments
- Participates in meetings, committees, and campaigns with conservation partner organizations
- Office work, such as data entry and mailings, when needed
- Other tasks as assigned by the Executive Director and Board of Directors

Note: This job does not involve working with or handling wild or captive wolves.