



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 Event and 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 primarily remote, but there is work space available at the Alliance Center in Denver, if desired.

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 may include: annual conference, spring 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 or 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 virtual 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.
- Strong organizational skill and attention to detail.
- Proficient with Microsoft Office, email, website, social media, 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: \$37,440 per year

To apply: Send resume and cover letter in a single document, to director@caee.org or Colorado Alliance for Environmental Education, 1536 Wynkoop St. Suite 314, Denver CO 80202 by February 5th, 2021. Please note that electronic submission via email is preferred.

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.