

# ENVIRONMENTAL LEADERSHIP PROGRAM



## POSITION OPENING

Title: Program and Outreach Coordinator

Salary Range: The salary range for this position \$42-\$49k per year.

Job Status: Exempt

FTE Status: Full time (¾ FTE would be considered)

Applications Due: January 30th, 2019, 5 PM EST

Location: Virtual office, based within 45 minutes of a major airport. West coast preferred.

Application Link: <https://elpnet.org/elp-job-application>

## ELP'S NON-DISCRIMINATION POLICY

ELP is committed to the principles of equal opportunity. ELP's organizational policies, practices, programs, activities and decisions regarding employment, hiring, assignment, promotion, compensation, volunteerism, internships and other terms and conditions of employment or voluntary service shall not be based on a person's race, color, sex, age, religion, national origin, mental or physical disability, ancestry, military discharge status, sexual orientation, gender identity or expression, marital status, source of income, parental status, housing status, or other protected status, in accordance with applicable law.

We encourage applications from equity-seeking groups, including LGBTQ+ people, Indigenous peoples, people of color, low-income earners and the unemployed, immigrants and refugees, and people with disabilities or another equity seeking group with which you identify. If you wish to identify as belonging to an equity-seeking group(s), please feel free to indicate so in your cover letter.

## ORGANIZATIONAL BACKGROUND AND POSITION DETAILS

ELP is a fast-paced and entrepreneurial non-profit working to create a robust national network of environmental and social change leaders. We support visionary, action-oriented, and diverse leadership for a just and sustainable future. ELP aims to catalyze change by providing emerging leaders with the support and guidance they need to launch new endeavors, achieve new successes, and rise to new leadership positions. For more, visit [www.elpnet.org](http://www.elpnet.org).

The Program and Outreach Coordinator's primary responsibilities will be to provide outreach, recruitment, onboarding and program support for ELP's Fellowship Programs. This position will report to the Deputy Director, be an active member of the Programs Team and will assist in the execution of our Fellowship Programs. This includes supporting outreach and recruitment efforts, and providing logistics support to the Outreach Manager and the Program Manager. This job requires attendance at multi-day retreats and events around the country, with the potential for facilitation opportunities.

The Program and Outreach Coordinator will be expected to bring new ideas and strategies, revise their work on short timelines and bring an attitude of continuous improvement and a culture of innovation. They will be expected to manage their own balanced work week based on the demands of the job. While this job will take place in a virtual office it does require the ability to travel to multi-day trainings throughout the year (up to 25%).

## **DUTIES & RESPONSIBILITIES**

### ***Program Outreach and Recruitment***

The Program and Outreach Coordinator will work with ELP's Outreach Manager and Program Manager to develop and execute the recruitment strategy of ELP's Fellowship Programs including direct outreach via phone, e-communications, online research and in-person events. This individual will support volunteer selection committee process composed of ELP Senior Fellows (alumni).

### ***Retreat Logistics and Facilitation***

The Program and Outreach Coordinator will be responsible for supporting the logistical details of Fellowship retreats including assembly of training materials, supporting travel logistics, and venue support. Additionally, the Program and Outreach Coordinator may have the opportunity to co-lead training sessions, which is dependent on expertise and interests.

### ***Program Development and Evaluation***

The Program and Outreach Coordinator will work with Programs Team to support the ongoing development of ELP's training curriculum and the evaluation of our programs.

### ***Organization Administrative Support***

Duties to be assigned on a need be basis.

## **SKILLS & QUALIFICATIONS**

Ideal candidates will have experience in a majority of the following:

- Experience with outreach, recruitment, and management of volunteers.
- Networking and establishing relationships in person, by phone, and by email.
- Working cooperatively with wide a range of personalities, including staff, Fellows and volunteers.
- Ability and discipline to work remotely is required.
- Strong computer skills with proficiency in cloud-based collaborative software: Microsoft Office products, Google Docs, Dropbox, Email Marketing, etc.
- Managing relationships in Salesforce CRM preferred.

Ideal candidates will demonstrate evidence of the following characteristics:

- Energetic, innovative, creative self-starter with attention to detail.
- Dedication to continuous improvement and a culture of learning.
- Understanding of, and a commitment to advancing the mission, core values, and learning organization principles of ELP.
- Ability to connect with other people's passions.

- Understanding of their strengths and the strengths of those around them.
- Strong interpersonal skills: courtesy, tact, patience and team orientation; team player with a sense of humor
- Comfortable meeting new people and being in large groups
- Facilitation skills not required, but preferred.

### **HOW TO APPLY**

Applications will be accepted until our ideal candidate is identified. To be considered, submit your résumé, cover letter and salary requirements through our online application at <https://elpnet.org/elp-job-application>. Applications will be reviewed on a rolling basis with the intended start date in February 2019.

The Environmental Leadership Program pays salaries that are competitive with nonprofits of our budget size and offers generous vacation and medical benefits, 401(k) contribution, professional development funds, health and wellness days, and a sabbatical policy. This position is a coordinator role with a salary range starting at \$42,000.