

ENVIRONMENTAL LEADERSHIP PROGRAM

POSITION OPENING



Title: RAY Program Coordinator

Salary Range: The salary range for this position \$42-\$46k per year.

Job Status: Exempt

FTE Status: Full time ($\frac{3}{4}$ FTE would be considered)

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

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 value the contributions people from equity-seeking groups and encourage applications from 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

The Environmental Leadership Program (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.

ABOUT THE ROGER ARLINER YOUNG CONSERVATION DIVERSITY FELLOWSHIP

Inspired by efforts to increase racial diversity in conservation, the Roger Arliner Young (RAY) Conservation Diversity Fellowship aims to increase and facilitate conservation-related career

pathways for emerging leaders of color. The RAY Fellowship is a paid Fellowship designed to equip recent college graduates with the tools, experiences, support, and community they need to become leaders in the conservation sector—one that, in our visions of the future, fully represents, includes, and is led by the diverse communities, perspectives, and experiences of the United States.

PRIMARY RESPONSIBILITIES

The Program Coordinator will be expected to bring new ideas, strategies, revise their work on short timelines and bring a commitment to continuous improvement and a culture of innovation. They will be expected to manage their own balanced workweek 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.

The Program Coordinator's work is split into 2 primary responsibilities:

1. Roger Arliner Young (RAY) Conservation Diversity Fellowship (90%)

For this project, the Program Coordinator reports to the Director of Diversity, Equity, and Inclusion (DEI) and assists in the execution and planning of the RAY Fellowship Program, including leading outreach and recruitment efforts, screening applications, providing program development and logistics support, and managing website content related to the program. Specific responsibilities include:

Recruitment, Selection and Onboarding Management (20%)

- Coordinate Fellow recruitment process, including: reviewing and posting job descriptions online, hosting informational webinars, advertising Fellowship positions, reviewing applications, selecting interview candidates, arranging interviews, managing interview panels and supporting RAY partners in final selection for 5 - 10 Fellowship positions
- Onboard Fellows to the RAY Fellowship and into the larger RAY community, including: revising orientation curriculum and leading a 3-Day Orientation Retreat with the Director of DEI, developing and sharing digital onboarding documents and welcoming Fellows to their first day/week

Program Management (20%)

- Update and manage the RAY programming calendar of Fellowship activities and content
- Manage and maintain Fellowship data, communications, and resources
- Coordinate and host bi-monthly guest speaker webinars
- Lead monthly virtual Fellow check-ins
- Coordinate and co-facilitate annual 3-day Orientation and Leadership Retreats
- Develop programming and opportunities for RAY Senior Fellows (previous Fellows) to engage in, give back to, and help build the community and Fellowship

Program Relationship Management (20%)

- Coordinate monthly partner calls, including: organizing and sharing the agenda and meeting information, and synthesizing and sharing notes after each meeting
- Support Fellow supervisors via quarterly check-in calls
- Develop relationships with academic, diversity, and conservation programs and institutions to recruit new Fellows
- Promote the Fellowship via in-person events, on social media, etc.
- Onboard new members to the Fellowship

Leadership & Professional Development of Fellows (20%)

- Troubleshoot professional challenges and workshop solutions during monthly 1:1 check-ins with Fellows and bi-monthly check-ins with the current cohort
- Support Fellows to develop a Personal Leadership Plan that will serve as a roadmap for their personal and professional development
- Share professional development opportunities and networking opportunities with fellows
- Identify and match Fellows with mentors who can support them in their development
- Offboard Fellows and support them in finding and securing post-Fellowship opportunities
- Coordinate and facilitate bi-monthly virtual professional development content

Digital Communications & Storytelling (10%)

- Regular management and maintenance of RAY website and virtual platforms
- Manage social media content and accounts (Facebook, Instagram, Twitter) for the Fellowship
- Develop and distribute quarterly newsletters sharing Fellowship updates and the work and success of RAY Fellows (both current and previous Fellows)
- Develop and lead virtual and in-person presentations to external audiences to share about the Fellowship

2) ELP Fellowship Programs (10%)

For this project, the Program Coordinator assists in the execution and planning of the ELP's Core Fellowship Programs, including supporting outreach and recruitment efforts and providing program development and logistics support. This job may also include facilitation opportunities at multi-day retreats and events. Specific Responsibilities include:

Regional Program Coordination (10%)

- Coordinate with ELP Program Managers and retreat center hosts to provide logistical support on-site at retreats
- Gain familiarity with ELP content and curriculum
- Support facilitation ELP retreats and special programs
- Help ELP Fellows make connections and build relationships
- Conduct recruitment and outreach for ELP programs at in-person conferences, events

SKILLS & QUALIFICATIONS

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

- Building trust with individuals from diverse backgrounds.
- Cultivating community across identity differences and across geographies.
- Networking and establishing relationships in person, by phone, and by email.
- Working cooperatively with wide a range of personalities, including ELP staff, Fellows and program partners.
- Using cloud-based collaborative software: Microsoft Office products, Google Docs, Dropbox, Email Marketing, etc.
- Managing relationships in Salesforce CRM (preferred).
- Using online convening tools to build online communities, facilitate webinars/trainings (preferred).
- Ability and discipline to work remotely is required.

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, learning organization and DEI 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 and a life outside of work.
- Engaging, dynamic, articulate; comfortable meeting new people regularly.

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 an intended start date in May 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.