



## My Outdoor Colorado Coordinator Position Description

### **THE OPPORTUNITY:**

Through deep connections with the natural world, GRASP supports youth in developing their full potential and achieving their wildest dreams. GRASP's mission is to engage youth in experiential learning opportunities that boldly address issues of inequity in education, economic opportunity, and access to the outdoors. As the programmatic and coordinating hub of the My Outdoor Colorado (MOC) Coalition, GRASP announces a dynamic position for the ideal MOC Coordinator candidate. The MOC Coalition is a collective of several nature-based and youth-serving organizations united to increase youth access to nature and the outdoors. Access to the outdoors fosters a greater appreciation of the natural environment, provides opportunities to build an ethic of stewardship, and helps youth explore potential careers in the outdoors.

The MOC Coalition aims to connect and reconnect youth and their families with the outdoors through strategic partnerships that provide access to nature education, outdoor recreation and skill-building opportunities. Specifically, youth and their families will co-design and visit places to play and connect with nature; participate in *programs* that activate those *places*; and experience *pathways* to community stewardship and leadership roles that help maintain them. A substantial investment from Great Outdoors Colorado (GOCO) largely supports this effort.

### **POSITION OVERVIEW:**

This position was established to ensure the MOC Coalition could meet the goals set forth in the statewide Generation Wild Initiative funded through GOCO. The coordinator will be tasked with uniting the Cole and Westwood neighborhood coalition partners to move forward with shared vision, resources and branding.

**REPORTS TO:** GRASP Executive Director

**SUPERVISES:** MOC Community connectors, contractors, and staff

**QUALIFICATIONS, SKILLS & ABILITIES:** While training and onboarding will be provided, the ideal candidate is described below.

The ideal candidate has at least two years of experience managing teams, initiatives or programs, including setting direction and goals with a team.

The ideal candidate possesses a learning and innovation state of mind. They are highly relational with strong interpersonal communication skills among a diverse coalition of stakeholders. They also possess the ability to problem solve, build consensus and manage conflict.

The ideal candidate has the ability to work well with others and independently. They can interpret vision and innovation into implementation and evaluation. They are excited by bold ideas, highly motivated and a self-starter. In high stress situations, they are flexible and able to maintain their composure.

The ideal candidate has a willingness to build and/or maintain relationships with current and potential partners and funders of MOC. They also have a willingness to develop and leverage additional resources through funding conversations, grant writing, and strong collaborative approaches alongside current MOC Coalition Partners.

The ideal candidate has a desire to use evaluation (formal and non-formal) to narrate the MOC story, inform continuous program improvement and enhance visibility of the MOC effort within the context of Generation Wild.

The ideal candidate has experience, comfort, and passion for working with culturally diverse and socioeconomically diverse communities. They are familiar with both Westwood and Cole Neighborhoods and the challenges these communities face with accessing the outdoors.

The ideal candidate has interest, comfort and experience with nature and outdoor events and trip planning for youth and communities of color and marginalized identities. They have a deep understanding of diversity, equity, inclusiveness, trauma-informed practices, and social justice as it relates to engaging youth and families in the outdoors. This candidate is aware that Positive Youth Development and experiential education are approaches that undergird outdoor program success.

The ideal candidate has experience handling multiple tasks simultaneously and responding to crisis situations with a level-headed approach. It is expected that this candidate has a strong understanding of office operations and experience preparing and processing invoices coupled with a proficiency for working with Google Drive, Google Docs, Windows, and Microsoft Office Products such as Word and Excel.

Additionally, the ideal candidate holds a current driver's license connected to a clean driving record and pass a criminal background check. Conversational Spanish language skills are helpful, but not required.

#### **LOCATION:**

The coordinator's presence will be required at regular GRASP staff meetings and strategic community meetings and events. The MOC Coordinator will work primarily from the GRASP office in the Cole neighborhood. Some coordinator work can be done remotely, as determined and communicated with the GRASP Executive Director.

#### **RESPONSIBILITIES:**

This is a multi-faceted and fast-paced position requiring the MOC Coordinator to focus on the activities described here.

##### **MOC Management & Strategic Oversight**

Ability to manage and support both the goals of individual coalition members as well as provide support to the mission of the coalition overall through:

- ❖ Working collaboratively with MOC partners and action teams to monitor and regularly review the grant progress, budget, reporting and invoicing
- ❖ Convening and facilitating regularly scheduled MOC Coalition meetings including coalition sub committees listed but not limited to:
  - Grant Pilot Team

- Geographic Growth Subcommittee
- Data + Evaluation Subcommittee
- Marketing + Communications
- Leadership Training
- ❖ Facilitate discussions and planning regarding MOC financial stability and coalition growth
- ❖ Document pertinent information for reporting or sharing with appropriate coalition partners as a way of connecting and following up
- ❖ Providing oversight and support for the evaluation of the grant including both qualitative and quantitative data
- ❖ Representing the coordinating hub of the My Outdoor Colorado coalition at community events, the annual GOCO convening, and other related meetings/events
- ❖ Generating a monthly update as an internal MOC communication tool
- ❖ Meeting regularly with the Denver Parks and Recreation and GOCO program officer(s) to evaluate progress and inform actions that allow MOC to meet collective deliverables.

**Provide Supervision:**

Use an Asset-Based Community Development lens to support the Community Connectors and related staff, interns, and contractors in meeting grant deliverables and effectively engaging youth, community members, partners, and stakeholders:

- ❖ Work with staff, interns, partners, and contractors to reach MOC identified goals/outcomes
- ❖ Work collaboratively to outline expectations for staff, interns, partners, and contractors working with the MOC Coalition
- ❖ Provide technical assistance, problem solving skills and tools to troubleshoot challenges
- ❖ Work with Community Connectors to engage community members in MOC programming (i.e., community meetings, outings, events, etc.) This also includes social media and mass communication services such as SimpleText and Mailchimp.
- ❖ Support the capacity of the community connectors to plan and facilitate their team meetings as well as the monthly community coalition meetings in-person or remotely.

**Manage Partner-Funder Relationships:**

Build and maintain professional relationships with current and potential MOC coalition partners and funders that will sustain the MOC Coalition during and beyond the current 2021-2024 funding from Great Outdoors Colorado:

- ❖ Support coalition partners in meeting the goals of the GOCO grant
- ❖ Collaborate and meet deadlines with our fiscal agent-Denver Parks and Recreation
- ❖ Work with coalition partners to develop resources and leverage existing, collective resources that will engage community in MOC programs and events
- ❖ Ensure the continued development of diversity, equity, and inclusion understanding and skills for all coalition partners
- ❖ Other duties as assigned

**Salary Range:** \$53,000 – \$57,000, commensurate with experience

**To Apply:** Send a cover letter and resume to [jobs@graspyouth.org](mailto:jobs@graspyouth.org)

**Application Deadline:** Position will remain open until filled

**GRASP is an equal opportunity employer. People of color and people from low-income backgrounds are strongly encouraged to apply.**