The Park Institute of America (PIA) seeks a motivated, creative, and self-starting individual to serve remotely as the Institute's part-time Program Coordinator. PIA was established in 2016 with the mission to champion parks and protected areas by increasing understanding through education, enhancing the exchange of ideas, and building momentum through partnerships.

PIA ([www.parkinstituteofamerica.org](http://www.parkinstituteofamerica.org)) is the result of a collaboration between the Coalition to Protect America's National Parks ([www.protectnps.org](http://www.protectnps.org)) and Duke University Nicholas School of the Environment (NSOE). The organization is intended to have a local presence on the Duke University campus in order to engage students, teachers, and professionals in the pursuit of a strong and open park system. Eligible candidates must live in commuting distance to the Duke University campus in order to increase PIA’s visibility on campus and build relationships.

The Program Coordinator will work closely with the Board Chair and other colleagues remotely to execute the objectives of the organization. Hours are flexible; candidates must commit to approximately 15-25 hours per week. The salary is $25,000 a year. The position does not come with benefits.

**Description of Work**

- Connecting the Park Institute of America (PIA) to the greater Duke community
- Marketing the PIA to a broad public audience
- Developing lists of supporters and donors and maintaining regular contact with them
- Coordinating projects undertaken by the PIA with faculty, students, and partners
- Researching, identifying and connecting with potential PIA partners
- Researching grant opportunities that might be available to the PIA and preparing grants
- Writing articles, web stories and other documents promoting the PIA
- Identifying and managing fund raising opportunities

**Knowledge, Skills and Abilities Required**

- Bachelor’s degree in relevant field and demonstrated interest in parks and protected areas
- Excellent critical thinking skills and ability to exercise good judgment
- Ability to work independently with minimal supervision
- Excellent verbal and written communication skills
- Knowledge of social media and email marketing strategies
- Knowledge of word, excel (or similar programs)
- Research capability
- Skill in public speaking and making presentations
**Required of Applicants**

A letter addressing the applicants’ interest in the position.
A resume covering qualifications required of the position and relevant experience.

*Applications should be sent to the [administrator@parkinstituteofamerica.org](mailto:administrator@parkinstituteofamerica.org) with Program Coordinator in the subject line.*

The position will be open until filled.