



Title: Program Coordinator

Location: Hybrid per overall Conservancy practices; this role also will require regular time throughout Rock Creek Park and other regional locations and will involve significant field work

Reports to: Program Director

Type: Full-time, non-exempt

Schedule: Tuesday - Saturday

Position Overview

Rock Creek Conservancy (RCC) is a non-profit organization whose mission is to restore Rock Creek and its parklands as a natural oasis for all people to appreciate and protect. The Program Coordinator supports the program operations and administration, as well as leading one mini-oasis implementation.

Primary responsibilities include, but are not limited to, the following:

- Implement the administration of volunteer and other program events, including establishing events in the Conservancy's database, setting up and publishing registration links, drafting pre- and post- event emails, tracking and filing volunteer forms, and tracking and reporting event data
- Provide excellent customer service as the primary respondent to volunteer and programmatic inquiries
- Keep the program calendar up to date for internal and external audiences
- Develop content for newsletters
- Maintain inventory of program supplies and monitor repair needs
- Lead volunteer events, Weed Warriors, and restoration work at assigned mini-oasis/es, in conjunction with restoration plans provided
- Support other program team and staff members in ensuring engagement of all community members
- Lead events for private groups
- Other duties, as assigned

Desired Qualifications

- At least 2 years of professional experience
- Familiarity with GoogleSuite and fundraising or volunteer management software (we use EveryAction)
- Familiarity with urban mid-Atlantic terrestrial ecosystems
- Great project management skills, including time management, goal-setting, multitasking and prioritization with demonstrated success managing multiple tasks concurrently
- Strong cultural competency, experience working with and engaging diverse staff and community members, and commitment to an inclusive and accessible Rock Creek
- Diplomacy, including the ability to negotiate with peers and more senior colleagues
- Ability to travel throughout the Rock Creek watershed for programs and to work occasional evenings and weekends (often with bulky or heavy equipment)

To Apply Rock Creek Conservancy is an equal opportunity employer. Please send resume and cover letter to info@rockcreekconservancy.org with the position and your name in the subject line. Applications will be reviewed on a rolling basis after July 7. Rock Creek Conservancy offers a competitive benefits package; salary range for this position is \$45,000 - \$55,000.

About Rock Creek Conservancy: Rock Creek Conservancy is a watershed organization protecting Rock Creek and the philanthropic and stewardship partner to the entirety of Rock Creek (National) Park. The Conservancy's mission is to restore Rock Creek and its parklands as a natural oasis for all people to appreciate and protect.