



Job Description – Network Development Work Group Program Coordinator

Mission of Alliance: The mission of the Alliance for Watershed Education in the Delaware River Watershed is to collectively increase and enhance constituent appreciation, knowledge, and stewardship of the Delaware River watershed, leading to greater protection and restoration of the watershed. We envision a future healthy Delaware River Watershed with diverse communities and people empowered to sustain it.

Role of the Network Development Work Group: The Network Development Work Group seeks to foster professional learning among the network center staff members to benefit each center while advancing the collective impact of the network. The team's three-year plan for May 2019 to May 2022 includes six multi-day Watershed Professionals Institutes and a variety of other professional development opportunities. We believe that the professional learning and network building that is fostered by the ND Work Group is the glue that binds the network together.

Job Title: Network Development Program Coordinator

Accountable to: Network Development Work Group; Supervised by Dan Kunkle, co-lead; Responsible to and evaluated by Angela Wenger and Dan Kunkle, co-leads

Hours/Work place/Compensation

- The coordinator is expected to work 20 hours per week on average
- The office of the coordinator will be at Lehigh Gap Nature Center (LGNC); the coordinator may work remotely at times with at least weekly meetings at LGNC and attendance at all ND team meetings and trainings
- Starting compensation will be from \$15-18, depending upon experience
- This position will be funded by a three-year grant from the William Penn Foundation and while continued funding will be sought, the position is not guaranteed to continue beyond the grant period

Purpose/Scope of Position: The role of the project coordinator is to support the Network Development Work Group in all aspects of its work. The major categories of responsibility of the ND Project Coordinator are:

- Coordinate communications within the team and with the greater network, its consultants and its contractors
- Develop and maintain a calendar for ND Work Group and communicate critical dates and times to members
- Facilitate development of agendas for ND meetings, record meeting outcomes, and send those notes to all concerned parties
- Arrange food, lodging, transportation and other logistics for Watershed Professionals Institutes and other ND Work Group professional development experiences
- Coordinate with presenters for ND events
- Research and secure venues for ND events and meetings
- Promote ND learning opportunities and register participants
- Process invoices and disbursement of funds to subcontractors and work group members
- Maintain accurate accounting records of all ND Work Group expenses
- Participate fully in all meetings and activities as a member of the ND Work Group
- Assist with evaluation of ND activities as needed
- Other responsibilities as assigned by the supervisor of team

Requirements/Skills/Qualifications of/for Position:

- At least 1-2 years of experience working in a nonprofit, preferably in a communications or marketing department, event planning, professional development or equivalent experience in a business setting
- Associate's or Bachelor's Degree or 2+ years' experience in event planning
- Good verbal and written communication skills
- Excellent project management and organizational abilities
- Proficiency with communications (Word, email, social media, Basecamp, Doodle or other polling platforms). Google Drive or equivalent, Google Calendar or equivalent, and accounting software for record-keeping (e.g. Excel)
- Ability to work well with a team of people and develop partnerships
- A passionate interest in environmental protection and the outdoors is desirable
- The ideal candidate has integrity and will be flexible, resourceful, detail-oriented, responsible, proactive, able to work independently as well as with the team, and supportive of the mission and vision of the Alliance and ND Work Group

Evaluation and Supervision of the Coordinator: The Immediate Supervisor is to meet regularly (weekly) with the Program Coordinator to:

- Discuss and develop quarterly goals
- Develop work plans for the week
- Report on Network Development progress

The Supervisory Team (Angela Wenger and Dan Kunkle) is to meet with the Program Coordinator on a biennial basis to review and evaluate performance and report the results of this evaluation to the ND Work Group.

Send completed application.(pgs.4.&.5) and resume by **June 15, 2019** to: Dan Kunkle at danlgnc@ptd.net with copy to Angela Wenger at AWenger@aquaticsciences.org

The center members of the Alliance for Watershed Education seek to promote and sustain a sense of belonging. We value the contributions, beliefs, way of living, and ethnicities of all people and communities of the Delaware River Watershed and beyond, and we have a commitment to diversity, equity, inclusion and environmental justice in our centers and the communities we serve.

**Network Development Work Group Program Coordinator
Alliance for Watershed Education**

Name: _____ **email:** _____

Address: _____

Phone: _____

Click the line below the question and type your answer, expanding the space as needed. Do not change the font size and do not exceed two pages total with your application. Save it as "last name_application.pdf."

1) What is about this position that interests/excites you?

2) What communications and technology skills do you possess that would make you a good candidate for this position?

3) What qualifications or experience (if any) do have with regard to event planning?

a) Have you ever planned multiple events at the same time? How did you prioritize your time and resources to meet critical deadlines?

b) Tell me about a time you had to deal with a last-minute change or unexpected situation when planning an event.

c) Have you used any event planning/participant registration software in the past?

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4) Describe a time when you provided a creative solution to a problem. What was the result?

5) Describe an event management experience that didn't have the results you aimed for. What happened and what did you learn?

6) How does this position fit with your needs and career goals?

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