



COLORADO RIVER ALLIANCE

Program Coordinator Redbud Education Programs

Background

The Colorado River Alliance (the Alliance) is a non-profit organization that promotes educational awareness, appreciation, and stewardship of the Texas Colorado River as a sustainable resource for the quality of life and economic well-being of future generations. (More info at www.ColoradoRiver.org.) The Alliance utilizes the Wilkerson Center for Colorado River Education, an outdoor learning center at LCRA's Redbud Center, to operate education and engagement programs that build awareness about water resources and the Colorado River. The Program Coordinator's primary duties focus on (1) managing a robust field-trip program for thousands of elementary-school students annually, along with tours for community groups, Spanish speakers, and adult audiences, and (2) supervising the dozens of volunteer docents and interns each year who assist in teaching this program's STEM-focused content and activities. In addition, this Program Coordinator collaborates with diverse partners on other programs, such as creek-restoration projects and the Groundwater to the Gulf Summer Teacher Institute.

Job Responsibilities

PROGRAM MANAGEMENT

- Manage operations and serve as a key teacher of all Redbud Center programs, including field trips for elementary-school children, occasional afterschool and summer programming, and public tours.
- Communicate daily with clients, volunteers, interns, and education-campus employees to coordinate field-trip scheduling, program planning, teaching, data management, and program evaluation.
- On a periodic basis, perform data analysis, program evaluation, report writing, and strategic planning.
- Maintain and develop strategic relationships with community organizations and school districts to market Redbud Center programs and expand the reach of the Wilkerson Center.
- Drive the strategic growth of bilingual programming and curricula to support Spanish-speaking visitors.
- Maintain and develop communications with educators including program marketing, curriculum development, and field-trip reservations using the Alliance's website, online systems, e-newsletters, and social media.
- Maintain and improve all program files and teaching materials including teaching curriculum, data collection, supplies and inventory, budgets, and volunteer training materials.
- Maintain and develop collaborative, community-building relationships with Alliance employees and volunteers and with on-site LCRA staff.
- Manage occasional creek-restoration events, as part of the Alliance's Environmental Action volunteer opportunities.
- Participate in managing the Groundwater to the Gulf Summer Teacher Institute, including attending monthly meetings, coordinating participant registration, managing the budget, assisting in the promoting, organizing, and teaching of the Institute, and working cohesively with a team of community partners.
- Make occasional presentations to community groups, such as attendees at education conferences.

VOLUNTEER MANAGEMENT

- Manage dozens of volunteers and interns annually, including training, professional and educational development, and active daily coaching.

- Co-coordinate and implement volunteer and intern recruitment, training, and management with the Alliance's Program Director, including seasonal Volunteer Open Houses and volunteer-appreciation events.

GENERAL ALLIANCE RESPONSIBILITIES

- Function with a high degree of independence and take initiative in structuring and implementing the Redbud Program's education and volunteer programming.
- Work with Alliance staff on major events and projects as needed, including the Alliance's annual fundraising gala, Barstow Speaker Series luncheons, and the annual Lake Travis Cleanup.
- Assist with the Alliance's social media presence by posting on various platforms, multiple times each week.
- Represent the Alliance to the public and help spread its message and mission.
- Maintain a basic familiarity with current water issues and trends affecting the Texas Colorado River.

Minimum Requirements

- Fully bilingual in Spanish and English.
- Bachelor's degree plus a minimum of two years' experience of professional volunteer management and education-program coordination.
- Must be highly motivated, energetic, deadline-oriented, and able to handle multiple priorities on a daily basis.
- Must enjoy working with children and community members.
- Must have a basic background in environmental science, aquatic science, or a relevant STEM discipline.
- Excellent interpersonal skills as well as verbal and written communication skills.
- Comfortable working closely and continuously with a variety of people on a day-to-day basis.
- Strong computer literacy (Word, Excel, basic website content administration experience with programs such as WordPress).
- Availability to work occasional evenings and weekends.
- Favorable results of all necessary background checks.
- Position includes regular lifting of objects up to 40 lbs. and daily outdoor work.

The Program Coordinator reports to the Program Director and works collaboratively with Alliance staff and volunteers.

Salary \$35,000. Expected Start Date: July 1st, 2016. Excellent benefits include paid health, dental, and vision insurance; generous PTO program; retirement contributions; a flexible work environment; an office on Lady Bird Lake; and frequent work outside in a beautiful setting along the Colorado River.

The Colorado River Alliance is committed to providing a non-discriminatory employment environment for its employees. As an Equal Opportunity Employer, we do not discriminate on the basis of age, religion, gender identity, sexual orientation, ethnicity or national origin, socioeconomic class, or physical impairments.

Applications, including a letter of interest, a resume, and three references, will be accepted online only. [Please follow this link to apply.](#)

Applications may be reviewed as they are received, and no applications will be accepted after May 31st.