



## **Program Coordinator Position Description**

### **Background**

Eagle Eye Institute is a nonprofit organization based in Western Massachusetts with a focus in Holyoke. Our purpose is to offer learning programs/opportunities for primarily Black and Brown youth to experience wellbeing, belonging, and empowerment through a relationship with nature. Our vision is a world at peace, where all people live in harmony with themselves, others and the earth.

### **Position Summary**

The Program Coordinator is responsible for organizing, attending and managing Eagle Eye Institute's day-to-day programming, including coordinating all aspects of our Learn About, Learn More About, Eagle Club and other program offerings.

This is a full-time position with a competitive salary and benefits. We are looking for an individual with great people, networking and logistics skills, and with a strong commitment to social and environmental justice, to Eagle Eye Institute's mission, and to under-resourced populations.

### **Responsibilities**

The Program Coordinator works with the rest of the Eagle Eye staff team to advance the purpose of Eagle Eye Institute. In this capacity, the Program Coordinator has specific responsibilities that will include :

- Participate in goal and objective setting for each fiscal year related to programming and then develop, implement and evaluate programs, in conjunction with the Program Manager, to achieve these goals and ensure that programs are high-quality, safe, sustainable and deeply aligned with our purpose and vision.
- Coordinate all logistical aspects of our programs, including activities such as recruiting youth and youth groups; running pre-program visits; securing transportation to program sites; recruiting and training volunteer instructors; managing pre- and post-program surveys and other aspects of evaluation; equipment logistics; etc.
- Have the primary responsibility for recruiting, training and supervising volunteers to ensure that their work is aligned with our purpose, vision and program goals and that they are supported in their relationship with Eagle Eye
- Participate in the development of future programming to further our purpose both in Holyoke and at our site in Peru, Ma
- With the Program Manager, locate and inspire Eagle Eye alumni to reconnect to our mission and become involved in forwarding a sustainable organization going into the future.

- Forge and maintain partnerships with government, non government organizations, colleges, youth development organizations and schools while developing and recruiting strong community support and volunteers in relation to program development and implementation.
- Represent Eagle Eye Institute at a local, state, and regional level at conferences and meetings as needed
- Other duties as assigned by the Board, as needed

### Skills and Qualifications

#### Required:

- Education and/or lived experience equivalent to an Associate's Degree in outdoor/environmental education and/or youth development related fields with at least two years of experience, including community organizing, advocacy and other youth and environmental activities
- Demonstrated commitment to social and environmental justice and the value of time in nature
- Demonstrated ability to plan and coordinate complex events effectively
- Ability to be a productive and positive member of a team
- Experience with social media
- Familiarity with G-suite and other common computer applications
- Transportation to be able to attend events at MountainStar Forest in Peru, MA and other program and partner sites.

#### Desired:

- Education and/or lived experience equivalent to an Bachelor's Degree in outdoor/environmental education and/or youth development related fields with at least four years of experience, including community organizing, advocacy and other youth and environmental activities
- personal experience and skills involving youth from historically marginalized and underrepresented communities
- familiarity with Spanish language

### Supervision

The Program Coordinator is supervised directly by the Program Manager.

### Terms and Compensation

The Program Coordinator is a full-time position that offers a competitive salary and benefits package. The position is based in Holyoke, MA, and requires a regular presence at MountainStar Forest with some travel within Massachusetts. The salary range for this position is \$35-\$42,000 depending on experience.

### How To Apply **Application deadline is April 21, 2023.**

To apply, please submit a resume and a one-page letter of interest to Nolan at [n.teixeira@eagleeyei.org](mailto:n.teixeira@eagleeyei.org) . In your letter, include why you are interested in the position, what you would like to gain on a personal and professional level, and why you would be a good fit for the position. Describe the connections you see between nature and youth development.

*Eagle Eye Institute is an equal opportunity employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, or other characteristics protected by law. Eagle Eye is committed to diversity, equity and inclusion in our hiring and employment practices. We encourage applicants who are underrepresented in the outdoors based on race, ethnicity, socioeconomic status, ability, age, gender identity or sexual orientation.*