Professional Development 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 BIPOC 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

Eagle Eye seeks a part-time (.5FTE) Professional Development Coordinator to plan, facilitate, implement and evaluate trainings we offer in youth development and nature connection. (Depending on candidate qualifications, this position could be combined with a Business Manager role to equal a full-time position.) The Professional Development Coordinator is responsible for developing and maintaining partnerships with organizations that can benefit from our trainings, planning all aspects of these trainings, and implementing them with support from the Program Director. They will work closely with our Board and Program Director to ensure that their activities are aligned with the organization's purpose and vision. The ideal candidate is passionate about Eagle Eye Institute's work and has lived experience that connects with our purpose.

Responsibilities

1. Collaborate with the Board of Directors, the Program Director and other stakeholders to set yearly programmatic goals related to our work training youth development staff and young adults
2. Work with our Board President and others to develop strong adult youth worker and young adult training curricula related to our organizational purpose, vision and goals
3. Coordinate all logistics aspects of youth development and young adult trainings, such as securing locations and dates; communicating before program dates; developing and sharing MOUs; recruiting and training volunteer instructors; etc.
4. Under the mentorship of our Board President, deliver training programs that meet the needs of the youth development organization being trained as well as Eagle Eye Institute's purpose
5. Develop, implement and analyze an evaluation system to accurately measure the impact and effectiveness of our adult workforce and professional development trainings
6. Network and collaborate with youth development organizations in western Massachusetts to develop new partnerships for our trainings
7. Represent Eagle Eye Institute at a local, state, and regional level at conferences and meetings as needed, including delivering presentations
8. Other duties as assigned by the Board or Program Director, as needed.

Skills and Qualifications

1. Education and/or lived experience equivalent to an Associate's Degree in outdoor/environmental education and/or youth development related fields
2. At least two years of experience in similar roles which could include community organizing, advocacy, youth development, professional development, outdoor education, etc.
3. Demonstrated commitment to social and environmental justice and the value of time in nature
4. Demonstrated ability to plan and coordinate complex events effectively with attention to detail
5. Ability to be a productive and positive member of a team
6. Familiarity with Google Workplace and other common computer applications
7. Transportation to be able to attend events at MountainStar Forest in Peru, MA and other program and partner sites
8. Dependability, flexibility, and creative problem-solving skills.
9. Commitment to the purpose and vision of Eagle Eye Institute
10. Dedication to social change, with active participation in Eagle Eye's racial equity work

Supervision

The Professional Development Coordinator will be trained and supervised collaboratively by the Board President and the Program Director.

Terms and Compensation

The Professional Development Coordinator is a half-time, 20-hour-per-week position with a salary range of $23,000-$30,000 depending on experience. The position is hybrid remote but the candidate must be willing and able to attend in-person events in western Massachusetts, including MountainStar Forest in Peru, MA. Eagle Eye will provide 50% of benefits offered to full-time employees.

How To Apply | **Application deadline is January 31, 2025.**

To apply, please submit a **resume** and a **one-page letter of interest** to Kira Jewett (kira@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. Please describe the connections you see between nature and youth development.

Eagle Eye Institute is an equal opportunity employer. Employment decisions are made without discrimination 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. We also encourage applicants who may not meet every listed qualification, but whose lived experience makes them valuable in the role.