

CONSERVANCY

FOR CUYAHOGA VALLEY NATIONAL PARK

1403 West Hines Hill Rd., Peninsula, Ohio 44264 | 330-657-2909 | www.conservancyforcvnp.org

Position Announcement **Program Coordinator**

March 26, 2021

Conservancy for Cuyahoga Valley National Park is a non-profit organization created to engage public support for Cuyahoga Valley National Park and provide services to enhance public use and enjoyment of the park. The Conservancy's mission is to enrich people's lives and enhances our region by inspiring use, preservation and support of Cuyahoga Valley National Park.

Be part of something special! If interested in being part of a professional, passionate, and highly motivated team you are encouraged to apply.

Position Description, Essential Duties (other duties as assigned):

Essential duties include:

- Assist in building school relationships, booking programs, records maintenance, and communications with schools for in person and virtual education programs.
- Assist in communication and scheduling with staff for in person and virtual education programming.
- Assist Programs and Education Team in development and implementation of youth programming including enlisting partners, securing locations, coordinating with marketing department, scheduling Program Instructors and leading programs.
- Teach virtual and in-person programs to school groups, K-12, following all safety policies.
- Assist Programs and Education Team in development and implementation of public programs such as author series, concert series, health & wellness programs, arts programs, member programs, etc. Activities may include assisting with booking speakers/bands, securing locations, coordinating with the marketing department, scheduling staff and/or volunteers, acting as the program lead.
- Work with Programs and Education team to establish and maintain budget for certain program or project areas.
- Employee must be able to satisfactorily perform the essential duties/functions as outlined in the position's job description.

Minimum Qualifications:

- Relevant work experience and/or bachelor's degree required.
- Knowledge or willingness to learn a variety of platforms for virtual programs, such as Zoom, Teams, Google Meets, etc.
- Ability to speak, read, and write clearly and coherently in the English language.
- Applicant must have flexible availability and reliable transportation to and from the work site, including off-site programs when applicable.
- Every Conservancy employee must understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity and inclusion.

- Applicant must possess a sincere desire to work with school and general public audiences of all ages.
- Applicant must be patient, hardworking, flexible and able to react well under pressure.
- Experience in environmental issues, science, arts, education, recreation, health or comparable experience preferred.
- First Aid and CPR certification must be completed prior to beginning employment.
- Employee must have a valid driver's license and meet our driving record policy due to use of a government or Conservancy owned vehicle. Employee will be required to participate in and pass the government Defensive Driving course.
- All employees of the Conservancy are required to pass a background check prior to the start of employment. Employees who will be working at the Cuyahoga Valley Environmental Education Center must be fingerprinted for a background check in the state of Ohio and a FBI criminal record check prior to the start of employment due to the presence of children. These employees must also sign an Annual Voluntary Disclosure Statement and will be checked against the National Sex Offender Database website on an annual basis.

Status/Pay/Benefits: Full-Time, non-exempt, \$15/hr. Excellent benefits package including medical and dental coverage, a fully vested 403(b) retirement plan, and generous leave time.

To Apply: Send cover letter and resume to apply@forcvnp.org, with the subject line reading **Program Coordinator**. This is an immediate opening and posting closes when position is filled.

The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.