



Programs Coordinator Position Description

Title : Programs Coordinator

Location : Partial Remote (preference given to Baltimore, MD area). Travel to program and event sites is required, with weekends and occasional (approximately 10 nights/year) overnight travel.

Reports to : Programs Director

Salary: \$52,000

Health benefits: \$6,000 annual stipend to cover health insurance, vision, dental and related expenses, paid evenly throughout the year. Visit <https://www.healthcare.gov/> to find more information on health care costs.

Vacation: three weeks (15 days) paid time off (to be approved by manager) 35 hour work week, all federal holidays paid time off. This is a full time, exempt position, with flexible work hours,

About Defensores de la Cuenca: Defensores de la Cuenca (Watershed Defenders) is a Latino-led 501(c)(3) nonprofit that connects Latin@/e and Spanish speakers to nature through shared experiences and opportunities to preserve and defend the Chesapeake Bay watershed for a healthier mind, body, and soul. We are building a network of Latin@/e leaders who are taking action to support Madre Tierra, our Mother Earth. We create family friendly events that are welcoming and inviting to ensure the Latin@/e participants have fun and make positive connections to nature. We share information about the many ways the environment impacts us and how we impact the environment.

Our approach: Defensores's team of Latin@ leaders uses our community connections, cultural competency, native language, and lived experiences to engage a hard-to-reach audience. Our engagements take a step ladder approach, always cognizant of the barriers that keep many members of the Latin@/e community from participating. We create welcoming and inviting experiences in the community for all and invite them to continue in our programs.

About La Academia de Defensores and the Embajadores de los Árboles programs: *La Academia de Defensores* is a paid adult training program that builds the capacity of participants around watershed-related issues through workshops, hands-on activities, and participant-led capstone projects. Similarly, our *Embajadores de los Árboles* program invites participants to serve as paid ambassadors for trees through increasing their knowledge of trees, helping to find hosts/locations for trees, and shepherding their success over the duration of the program.

Defensores de la Cuenca is seeking a highly organized and motivated individual who is passionate about engaging the Latin@/e community, to bring resources and opportunities that support personal growth and capacity while supporting participants' needs and priorities. This position will be leading the administration, development, and implementation of our two programs. The position will work closely with the Programs Director and programs team, Executive Director, the operations assistant, collaborators, and program participants.

Minimum Required Experience and Qualifications

- Must be bilingual in Spanish and English (written and spoken)
- Experience working with the Spanish-speaking immigrant community.
- 3+ years of experience in program operations, administration, and/or development, with preferred focus of nature or environmental themes; program management experience in the non-profit, government, or another relevant field

Preferred Experience and Qualifications

- Personable and comfortable collaborating with different personalities and work styles
- Must be comfortable speaking in front of audiences
- Must be have reliable transportation and possess valid driver license
- Plan, design and implement learning and community programs
- Manage production of online and in-person events, facilitate sessions as needed and liaise with internal and external partners to develop curriculum and events
- Extremely well-organized, detail-oriented, and able to self-manage deadlines
- Excellent communication and presentation skills, and the ability to convey organizational goals and objectives to internal and external stakeholders with enthusiasm
- Content curriculum design experience, creating engaging, dynamic workshops
- Strong leadership skills to manage participants with collaborative partner support
- Communicate with and support participants and partners across digital platforms and in person, building a sense of community and rapport
- Capacity to manage data using Google Sheets, Excel, and willingness to learn and become proficient in new programs
- Design and administer surveys, synthesize findings and share information/insights with team for program and organizational improvement
- Passion for Defensores' mission of developing a network of Latin@/e leaders in the environment
- Collaborate on goal setting and strategy to advance Defensores' mission
- Team-oriented and cares equally about helping people as attaining excellent results
- Excited to work diligently in a startup environment with multiple priorities and comfortable meeting tight deadlines if necessary

The majority of this position will be focused on assisting with the development of, and leading the implementation of, *La Academia de Defensores* and *Embajadores de los Árboles* programs. These programs recognize and remove barriers to participation for the Latin@/e community in the environmental field by providing training modules for Spanish dominant participants. Tasks include, but are not limited to:

- Support all aspects of programs and organizational activities in an integrated, collaborative manner and approach
- Support all aspects of programs to ensure that the operations are consistent and efficient across the organization's service area.
 - Assisting in the development and implementation of a recruitment strategy, practices and activities
 - Specifically, assist with the participant intake and training processes, including review of applications, scheduling and tracking relevant calendar events, and

other related tasks.

- Regularly communicate with participants, partners, and collaborators about program expectations, schedule, processes, goals, and achievements (including hosting the program orientation)
- Support with the distribution and delivery of program supplies and site visit logistics of in-person activities
- Review and update curriculum for appropriate content and prepare related materials for presentations, hand-outs, and website access
- Speaker/presenter logistics for activities and workshops
- Creating surveys and tracking metrics/other measurable outcomes
- Regular check-ins with participants to keep them on track and answer questions
- Troubleshooting any issues that may arise concerning participants, partners, collaborators, etc.
- Documenting processes for future growth and implementation of programs
- Assist in establishing and updating existing program guidelines, policies, and processes as needed, and provide input to strategic planning
- Complete an assessment of each cohort and their measurable outcomes
- Creating or assisting the Programs Director with content creation around the programs
- Setting up interviews with participants, partners or other parties involved with the programs to learn more about their experiences
- Other tasks as needed and assigned by Programs Director or Executive Director

We strongly encourage leaders of color, women, and those who identify as LGBTQ+ to apply. Please submit your resume, and a brief cover letter detailing relevant experience and interest in the position via email to: abraham@defensoresdelacuena.org. Please title your email: Programs Assistant. You may be asked to provide a writing sample during a subsequent round as well as professional/personal references.