



Young Women Empowered

5623 Rainier Ave S, Seattle, WA 98118 | 206-519-2426 | www.y-we.org

Nature Connections Program Coordinator

Reports to: Co-Executive Director

Hours: 40 hours/week, 1.0 FTE, exempt

Priority Application Deadline: April 3rd, then rolling until position is filled

Position Start Date: May 2023

ORGANIZATIONAL SUMMARY: Young Women Empowered (Y-WE) delivers creative, innovative, and transformative empowerment programs for young women* in the greater Seattle region. We envision a society rooted in social justice, where all young women live their truth, achieve their dreams, and change our world. Founded in 2010, we have grown from serving 50 young people annually to over 2,000 through ongoing programs, community events, mutual aid resources, and mental health and wellness programs. Y-WE centers BIPOC (Black, Indigenous, and People of Color) young women and is majority BIPOC-led, including our Co-Executive Directors, Staff, Board, Mentor community, and Youth Leadership Council. Recognizing that our liberation is interconnected, we are a collaborative organization rooted in intersectional and intergenerational partnership. Y-WE is a place for all of us to be ourselves, learn together, and grow together.

**those who identify as girls or women, nonbinary, trans, gender expansive, and gender diverse.*

WHOM WE SERVE: Y-WE's core programs serve diverse groups of young people who identify as girls or women, nonbinary, trans, gender expansive, and gender diverse. Most core programs are open to participants ages 13-19, with additional programs and offerings for young adults and the broader community. We center BIPOC and LGBTQIA+ youth in our programs, though we welcome participants from a wide variety of identities and backgrounds. We also offer multiple affinity-based programs. Many participants are first or second generation immigrants, and many are low income. Adult women from the community also participate in programs alongside young people using an intergenerational, shared mentorship model. Please visit Y-WE's website for more information about its current programs: www.youngwomenempowered.org.

NATURE CONNECTIONS PROGRAM COORDINATOR JOB SUMMARY: The Nature Connections Program Coordinator is responsible for planning, coordinating, and facilitating experiential outdoor education programs and environmental justice-focused activities. They manage program logistics and directly facilitate or coordinate with organizational partners to offer a wide range of activities with participants, including hiking, ecosystem restoration, snowshoeing, kayaking, camping, and more. They actively support youth in building confidence, emotional intelligence, positive relationships with peers and mentors, and leadership skills through connection with nature. They will also help participants grow in their understanding of racial, social, and environmental justice, and explore environmental changemaking solutions. The person in this role will play a key part in the fulfillment of Y-WE's mission. They provide unique and innovative programming, build community connections and relationships, and center BIPOC youth and environmental justice at the heart of their work.

RESPONSIBILITIES:

Program Logistics and Facilitation

- Develop, coordinate, and facilitate Y-WE Nature Connections programming, which may include hiking, rock-climbing, backpacking, kayaking, cross-country skiing, and possibly affinity-based programming;
- Manage program logistics, including procuring appropriate gear and supplies, transportation, food, and permits;
- Develop relationships and coordinate with community partners and host sites involved with programming and funding;
- Oversee risk management of outdoor programming, including first aid and safety supplies;
- Steward relationships with participants and families, overseeing communication, paperwork, sharing opportunities, etc;
- Support and manage adult volunteer mentor participants;
- Work with the Operations team on survey administration, data tracking, paperwork collection, and grant reporting;
- Work with the Finance team on budgets, expense reporting, and other financial aspects of running programs;
- Work with the Co-Executive Directors, Environmental Justice Program Manager, and other staff to vision and plan future Nature Connections programming.

Partnerships and Community Engagement

- Maintain and build partnerships with key community partners;
- Collaborate with organizational partners to offer specialized programming;
- Advise Y-WE youth and staff on environmental advocacy initiatives and projects as needed;
- Represent Y-WE and the Y-WE Nature Connections program at community events focused on environment, stewardship, environmental justice, and advocacy, etc.

General Program and Organizational Support

- Collaborate with the Programs team around Environmental Justice and education offerings and other programmatic and logistical needs;
- Provide support for community-based programs and events;
- Collaborate with the Marketing, Communications, Development, and Grants teams around Nature Connections fundraising, recruitment and outreach;
- Work with the Development and Communications team as needed to create collateral, make in-kind requests, provide content for social media, etc.

TRAINING AND EXPERIENCE:

Education and Professional Background

Required

- Commitment to the mission and vision of Y-WE;
- Knowledge of culturally responsive and developmentally appropriate practices for youth from diverse backgrounds (language, culture, race, physical ability, sexual orientation, etc.);
- Minimum 1-2 years experience developing, coordinating, and facilitating nature-based outdoor and environmental justice-focused programs;
- Excellent facilitation skills working with diverse groups of youth;
- Experience and training in managing risk with large groups in a variety of outdoor settings;
- Experience leading multi-day overnight outdoor programs; experience managing and leading youth backpacking trips;

- An excellent equity and justice lens, and a commitment to racial, gender, and environmental justice and transforming systems of oppression;
- Proficient in Google Suite and Microsoft Office.

Preferred

- Proficient in a language other than English, particularly Spanish, Amharic, Somali, or Vietnamese.

Certificates and Licenses

- Current valid Driver's License and a driving record with no more than one minor violation and speeding violation of more than 20mph over the limit;
- Pass Washington State criminal background check;
- The following certifications are preferred but may be obtained upon hiring. Y-WE can provide professional development resources as needed to obtain the required certifications and trainings:
 - Wilderness First Responder Certification
 - Adult CPR/AED Certification

COMPENSATION, BENEFITS & HOURS:

- Compensation \$60k - \$65k annually, depending on experience;
- 40 hours/week, 1.0 FTE exempt position;
- In-person office and field site location work required, with flexible remote scheduling when possible;
- Frequent Saturday and/or Sunday work required;
- Mileage of transportation reimbursement available for required off-site travel, a commuting stipend may be negotiated;
- Work computer and cell phone provided; internet coverage stipends available to cover the cost of remote work;
- Fully paid medical insurance through Kaiser Permanente Health & Delta Dental;
- Simple IRA retirement plan with up to 3% match;
- Life insurance and short term disability coverage;
- Up to 3 weeks of accrued PTO per year.

HOW TO APPLY: Please email your cover letter and resume to ywehr@y-we.org. The priority application deadline is April 3rd, 2023, and rolling after that until the position is filled. Please send any questions about the application process to ywehr@y-we.org. We look forward to reviewing your application!