



Young Women Empowered

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

Now Hiring: Nature Connections Program Coordinator

Reports to: Program Manager

Application Deadline: Open until filled (application review begins July 18th)

Location: Seattle, WA, with some work from home flexibility

Salary and Benefits: \$70,000 annually, and a comprehensive benefits package

Position Start Date: September 3rd, 2024

ABOUT YOUNG WOMEN EMPOWERED (Y-WE): Y-WE cultivates the power of diverse young women* to be courageous leaders and creative changemakers. We serve youth ages 13-26 from all backgrounds in the greater Seattle area, centering BIPOC and gender expansive youth most impacted by systemic inequity. The container for our transformative programs is our intergenerational community of belonging, and we envision a society where all young women live their truth, achieve their dreams, and change our world. Y-WE is Women-of-Color led with a majority BIPOC staff, board, and mentor community. We've grown from a youth-led pilot program in 2010 to a nonprofit now serving 1,000+ participants annually through ongoing programs, public events, and other community activities. Y-WE also provides mentorship, wellness support services, opportunities for direct family aid, and more. Please visit our website for more information about our work and impact.

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

POSITION 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 for program participants, including hiking, ecosystem restoration, kayaking, camping, and more. They actively support youth in building outdoor skills, personal connections to nature, and meaningful relationships within a community of belonging. They will also help participants grow in their understanding of racial, social, and environmental justice, and practice leadership skills. 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. Candidates who are BIPOC, gender expansive, LGBTQIA+, and people with disabilities are strongly encouraged to apply.

RESPONSIBILITIES:

Program Logistics and Facilitation

- Develop, coordinate, and facilitate Y-WE Nature Connections programming, including hiking, backpacking, kayaking, and more
- Manage program logistics, including transportation, food, permits, and procuring appropriate gear and supplies
- 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
- Serve as the main point of contact for youth participants and families and ensure all program communications are clear, prompt, and welcoming

- Support and manage adult volunteer program mentors
- Complete various pre- and post-program administrative tasks including attendance tracking, narrative program descriptions, submitting receipts and tracking expenses, organizing photos, and other tasks as needed
- 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
- Collaborate with the Program Director 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, and technical support and expertise
- 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 the environment, stewardship, environmental justice, advocacy, etc

General Program and Organizational Support

- Assist with general administrative tasks as needed
- Occasionally facilitate misc other programs such as adult volunteer mentor trainings
- Assist in the planning and execution of public programs and events, and provide support at fundraising events
- Support as needed with misc program operations tasks, such as preparing quantitative data reports, managing paperwork, and interviewing prospective volunteer mentors
- Support as needed with misc program outreach tasks, such as visiting schools, tabling at events, and maintaining outreach lists
- Attend and participate in staff meetings, retreats, and professional development opportunities
- Support other team members and collaborate on misc projects and tasks as needed
- Assist with general office and organizational duties as needed

Disclaimer: This job description is not to be considered an exhaustive list of all responsibilities, duties, and skills required for this position. All Y-WE employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization. An employee and/or supervisor may initiate a desk audit should additional duties result in a 10% differential from agreed upon job responsibilities for a sustained period of time and not temporary in nature.

QUALIFICATIONS: We recognize that many types of skills and experiences contribute to success in a role. If you are passionate about Y-WE's mission and vision and believe you can be successful in this position, we welcome your application even if you do not meet every qualification listed below. Candidates who are BIPOC, gender expansive, LGBTQIA+, and people with disabilities are strongly encouraged to apply.

Qualifications

- Commitment to and understanding of the mission and vision of Y-WE
- Minimum two years of experience developing, coordinating, and facilitating nature-based outdoor and environmental justice-focused programs
- Experience facilitating and teaching a wide range of experiential outdoor activities and technical skills

- Knowledge of culturally relevant and developmentally appropriate practices, pedagogies, and facilitation tools when working with youth, particularly BIPOC girls
- Excellent facilitation skills working with diverse groups of youth
- Experience and training in Risk Management with large groups in a variety of outdoor settings
- Experience leading and managing multi-day camping and 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 Workspace and comfortable learning and using CRM systems, Project Management systems, and other technologies as needed

Preferred Qualifications (one or more of the following)

- Proficient in a language other than English, relevant to the communities we serve, particularly Spanish, Amharic, Somali, or Vietnamese
- Advanced outdoor experience, trainings, and certifications, such as leading expeditions, NOLS instructor courses, or a Wilderness EMT certification
- Existing familiarity with outdoor environments of the Pacific Northwest, such as locations, typical weather conditions, and region-specific risk management considerations

Certificates and Licenses

- Pass Washington State criminal background check
- 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; ability to operate vehicles including 15-person passenger vans
- 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 (WFR) Certification
 - CPR/AED Certification

COMPENSATION AND BENEFITS

- Compensation \$70,000 annually
- 40 hours/week, 1.0 FTE, FLSA exempt position
- Fully employer-paid medical insurance through Kaiser Permanente Health (includes vision) and Delta Dental
- SIMPLE IRA retirement plan with up to 3% match
- Life insurance and short term disability coverage
- Mileage or transportation reimbursement available for required off-site travel, a commuting stipend may be negotiated
- Work computer and cell phone provided
- Hybrid in-person/remote work structure and flexible scheduling, dependent on program needs
- Up to 3 weeks of accrued PTO per year, paid holidays, and a paid 3-week winter office closure

WORKING AND ENVIRONMENTAL CONDITIONS:

This position operates in both indoor office environments as well as various outdoor locations and environmental conditions. These may include but are not limited to: remote camping and backpacking locations, winter conditions, boats and bodies of water, indoor and outdoor rock climbing locations, cold and wet conditions, strenuous hiking trails, and extended periods of driving to and from activity

sites. The position requires the ability to physically operate in these locations and conditions or similar, as well as: remain in a stationary position for prolonged periods of time; move/traverse within a multi-level office space, to/from community partner and program locations, and various meeting spaces; move/transport equipment and supplies that may exceed 30 lbs; effectively operate a computer and other office hardware, and use various internet-based applications and software; operate vehicles, including large passenger vans; and communicate frequently, effectively, and accurately with internal and external partners. Y-WE uses a hybrid work schedule with some work-from-home flexibility, dependent on programmatic and organizational needs at any given time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

QUESTIONS AND HOW TO APPLY: Please email your cover letter and resume to ywehr@y-we.org. Application review will start on July 18th and the position is open until filled. Please send any questions about the position or application process to ywehr@y-we.org. No phone calls please. We look forward to receiving your application!

Young Women Empowered is an equal opportunity employer. We do not discriminate on the basis of race, religion, gender identity, sexual orientation, national origin, age, disability, or any other legally protected status.