



Title: Programs Coordinator

Organization: Located in Austin, Texas, **Shoal Creek Conservancy (SCC)** is a 501(c)(3) nonprofit organization established in 2013 with the mission of championing the 13-square-mile Shoal Creek watershed and the creek and trail running through it. We engage in thoughtful public and private partnerships, lead fun and meaningful programming and advocate for improvements that make Shoal Creek and the Shoal Creek Trail safer, more accessible and more inspiring for all Austinites. For more information, please visit www.shoalcreekconservancy.org.

Job Description: Shoal Creek Conservancy seeks a highly organized, detail-oriented person with experience in program coordination, event organizing and social media/digital communications to join its small but growing team. The Programs Coordinator will have a variety of exciting and creative roles, including coordinating the Conservancy's public events and volunteer program and guiding the Conservancy's program strategy to reach a diverse audience through high-quality engagement opportunities. The Program Coordinator will report to the Executive Director and work closely with both the Executive Director and Development & Operations Manager. Applicants should be a strong team player and be self-motivated and prepared to build SCC's programs to best serve our mission and community.

The Program Coordinator will engage the Austin community with SCC through the following roles & responsibilities:

Event planning, execution, reporting

Volunteer Workday planning, execution, reporting

Volunteer Leader recruitment and training

Organize logistics for stakeholder/community engagement meetings

Work with team to develop and implement a social media strategy and maintain SCC's online presence

Maintenance of SCC website updates and regular newsletter creation

Program Supplies management

Assist with executing fundraising events

Represent SCC in the community at partner events, tabling opportunities, meetings, etc.

Qualifications

At least 2 years of program coordination experience

Experience organizing volunteers and events

Confidence leading and speaking in front of groups

Excellent time management and written communication skills

Be familiar with using Word and Excel and social media in the workplace
Experience organizing database entries is a plus
Willingness & enthusiasm to work outdoors year-round, as well as in a small office setting
Be able to independently transport program supplies and carry 25+ pounds
Available for a full-time, 40-hour work week
Have a flexible schedule and be able to work regular evenings and weekends

To Apply

Please submit a cover letter, resume and list of three references to Ivey Kaiser at ivey@shoalcreekconservancy.org no later than June 17th.
Please include "Program Coordinator Application" in the subject line.

Salary & Benefits

Starting salary: \$41,000/year, including health insurance reimbursement, paid time off and paid holidays.
Anticipated start date in July 2019.