Restoration & Community Coordinator

Job Status | Part-time. Occasional weekend work required, especially from June through October; possibility to travel occasionally in the 4 Corners Region.
Location | Hybrid, must be based in the Gunnison Valley
Compensation | $25-35/hour DOE, 10-20 hours per week, varies seasonally based on event load
Direct Report | Marketing & Communications Manager

Benefits

- Sick leave available
- 401k with a 50% match, one-year vesting period

Organization Overview
Forever Our Rivers is a 501(c)(3) nonprofit dedicated to improving the health and vitality of rivers across Colorado, Utah, Arizona and New Mexico to ensure a future where water and its connected communities thrive.

We support science-based river conservation, restoration and stewardship projects in close partnership with local communities. We research, vet projects and invest in long-term impact, ensuring donations support the most pressing projects and create the greatest impact.

Position Overview
Forever Our Rivers is seeking a Restoration & Community Coordinator to plan and execute our community engagement and fundraising initiatives. This role is ideal for someone who thrives on building connections and creating meaningful experiences that inspire people to take action.

This role reports directly to the Marketing Manager. This is an excellent opportunity for an outgoing and organized individual seeking to make a positive impact on the environment.

Key Responsibilities

Event Planning & Execution

- Manage events from start to finish, including planning, site visits, registration, communications, supplies, setup, day-of coordination, cleanup and follow-up.
- Coordinate conservation projects, community events, educational programs, fundraising events and partner events across the Four Corners region.
- Work closely with program staff and community partners to plan events that support FOR's conservation goals.
- Build relationships with businesses and community organizations and coordinate corporate volunteer events and other group service opportunities.
- Manage event supplies, equipment and inventory and place orders as needed.
- Ensure events are welcoming, organized and safe for volunteers, staff, partners and attendees.
- Represent Forever Our Rivers at conferences, community events and other public gatherings.
- Conduct site visits to evaluate potential locations for stream cleanups, Adopt-a-Stream opportunities, habitat projects and other activities.
- Coordinate with the Marketing Manager on event branding, photos, communications and storytelling.
- Track event participation and other relevant metrics to help evaluate event success.

Volunteer Coordination

- Recruit, register and communicate with volunteers before, during and after events.
- Coordinate volunteer needs with program staff, partners and event leads.
- Manage the volunteer management platform, including volunteer records, participation tracking, engagement rates and background checks when required.
- Build relationships with returning volunteers and identify opportunities to increase engagement and participation.
- Ensure volunteers have the information, supplies and support they need to participate safely and effectively.
- Create a welcoming experience that encourages volunteers to stay involved with Forever Our Rivers.
- Build out the volunteer email list and create monthly volunteer communications in coordination with the Marketing Manager.

Administrative Duties & Process Improvement

- Assist with marketing and administrative tasks when needed.
- Recommend improvements and streamlining measures for the FOR's events program to the Marketing Manager.
- Perform other duties as assigned.
- Timely reporting to the Grant Program Lead and Marketing Manager on deliverables.

*** Please note this job description is not designed to cover or contain a comprehensive listing of activities. Forever Our Rivers is a collaborative organization that relies on teamwork to bring our mission to life.*

Qualifications:

- A Bachelor's degree in a natural resource management, hospitality, conservation, or a related field.
- Strong organizational skills with exceptional attention to detail and the ability to manage multiple tasks and logistics at once.
- Excellent customer service skills and experience working in event management, hospitality, or a similar field, with a deep understanding of the intricacies of events.
- Creative thinker with a solutions-oriented approach to challenges that may arise during the planning or execution of events.
- Proven ability to work collaboratively with internal teams, volunteers, and business partners to ensure the successful execution of events.
- Ability to be flexible, adaptable and create structure within a startup environment.
- Ability to work with Google Drive and other management software.
- Can lift over 40 pounds.

To Apply
This is a part-time position starting immediately. Email a short introduction, your resume and 3 references to **caroline@foreverourrivers.org**. Please put 'Restoration & Community Coordinator' and your favorite river in the subject line.

***References will only be contacted in the final rounds of the interview process.*

Deadline for Applications
This role will be hired on a rolling basis.

Equal Opportunity Employment Statement
Forever Our Rivers is committed to building a diverse and inclusive organization and is proud to be an equal opportunity employer. Like the communities we fund, our staff, board and partners have a rich diversity of talents, backgrounds, beliefs and cultures. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or other non-merit-based factors.