



# Environmental Volunteers

**Title:** Community Programs Coordinator

**Date:** February 1, 2023

**Reports To:** Director of Programs and Partnerships

**Department:** Programs and Partnerships

**Employee Classification:** Salary Non-Exempt / Full-time

**Compensation:** \$27.88 - \$29.81 Hourly (Salary \$58K-\$62K)

**Benefits:** 100% company medical, dental and vision insurance; 15 days vacation + 15 days paid holidays.

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## Job Summary

The Community Programs Coordinator is the lead facilitator of our community program initiatives. This includes:

- facilitating programs and events at the EcoCenter, our nature center in the Palo Alto Baylands;
- leading the organization's strategic interest to engage diverse communities in programs and opportunities that support the mission of the organization;
- facilitate the training and coordinating of volunteer docents for all Community programs.
- in collaboration with the Education team continue developing our series of hands-on multi-generational environmental education activities.

As a member of both our Programs and Education teams, the Community Programs Coordinator is an important stakeholder in the successful implementation of department and organizational goals.

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## Duties and Responsibilities

1. Facilitating EcoCenter and other community programs (60%)
  - a. Provide staff support to EcoCenter and Community Outreach docents, Foothills Park program, Teen Docents and EcoCenter art receptions.

Environmental Volunteers  
[www.environmentalvolunteers.org](http://www.environmentalvolunteers.org)

A 501(c)(3) nonprofit organization  
Tax ID# 94-2550385

**EcoCenter:**

2560 Embarcadero Road  
Palo Alto, CA 94303  
(650)-493-8000

**South Bay office:**

1210 Homestead Road  
Santa Clara, CA 95050  
(650)-493-8000



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- b. Be the EcoCenter onsite staff member on Saturdays and occasional Sundays as needed.
    - c. Deliver community programs as needed.
    - d. Assist the Marketing & Communications team and Director of Programs and Partnerships in promoting EcoCenter and outreach programs to the community at large as needed.
2. Outreach to diverse communities (20%)
  - a. Build and nurture partnerships with community organizations especially within the Spanish speaking community.
  - b. Develop and deliver outreach programs in these communities.
3. Education team member/supporting projects (20%)
  - a. In collaboration with the Education team continue development of a series of multi-generational interactive programs to lead and present to the community.
  - b. Provide support for general organizational needs such as volunteer appreciation and donor events.
  - c. Provide information and statistics about EcoCenter and Community Programs to support grant applications and reports.
4. General staff responsibilities:
  - a. Support the organization's efforts to recruit and retain our School Programs Volunteers, EcoCenter Docents, teen docents and volunteers who serve in other roles.
  - b. At all times maintain commitment to, and active implementation of, The EV mission, values, & visions.
  - c. Maintain knowledge of the organization's Strategic Plan, refer to it as a guiding document, and participate in its implementation.
  - d. Actively participate in shared whole staff responsibilities and events.
  - e. Participate in essential HR training such as Mandated Reporting.

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## Typical Work Conditions and Travel:

1. This position will require time spent at the EV offices at the EcoCenter and the South Bay office Santa Clara, and various other off-site locations.

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2. There will typically be some travel to off-site programs every week.
3. This position requires some schedule flexibility but generally will be Tuesday through Saturday. Exact hours will be determined by program schedule with occasional nights and Sundays with advance notice.
4. This position requires the ability to work on a computer, so sitting or standing for periods of time will be necessary. Working in a variety of program and group settings - desks, tables, outdoor etc. - with a variety of ages.

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## Working Relationships

Works collaboratively with all staff and volunteers. Ability to foster positive relationships with a variety of community stakeholders including but not limited to individuals, schools, faith-based, and community based organizations.

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## Title(s) of Job(s) Directly Supervised

1. None

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## Position Requirements and Specifications

The ideal candidate will:

- Be a focused, detail-oriented worker who can be counted on to complete tasks fully and within deadlines.
- Be a 'people person' with the ability to work with a wide range of team members from different backgrounds.
- Have experience working with children and/or families and volunteers.
- Have strong communications skills, and the ability to nurture positive conversations via both written and verbal platforms.
- Have strong long-term planning skills, with the ability to look at a full year's schedule at a time.
- Be a team player willing to roll up sleeves and help the organization thrive.
- Fluent in reading, writing, and speaking either Spanish, Vietnamese, or Mandarin.

## We require:

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- Bachelor's degree in biology, environmental studies, education or other related major or equivalent experience.
- Computer literacy, and willingness to learn new computer programs. We use Apple computers, Google's GSuite (supplemented by MS Office), Salesforce, Monday. This position also works often with Gusto, Mail Chimp, SurveyMonkey, and others.
- Cultural competency, as it pertains to issues impacting communities of color.
- Reliable transportation to and from the EcoCenter, our offices, and community program sites.
- Fingerprinting, background checks, TB risk assessment and current COVID vaccination required.

## We prefer:

- Familiarity with the local community and the area.
- Practical experience in delivering environmental education and/or environmental science lessons.

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## Instructions to apply

Electronic submissions only to: [search@EnvironmentalVolunteers.org](mailto:search@EnvironmentalVolunteers.org)

In the subject line, please reference your last name, followed by "Community Programs Coordinator"  
No phone calls, please.

Please include a PDF of your cover letter and resume.

All interested individuals, including people of color, women, LGBT persons are encouraged to apply.

Position is open until filled but first review of applications will be **March 1st, 2023**.

Information can also be found at:

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