



## **PROGRAM COORDINATOR POSITION ANNOUNCEMENT**

**Salary: \$50,000 - \$55,000**

Anchorage Park Foundation (APF) builds *Healthy Parks & Healthy People* by mobilizing public support and financial resources for Anchorage parks, trails, and recreation opportunities. Anchorage Park Foundation addresses inequities in access to public land and encourages community stewardship of greenbelts, parks, and trails in Anchorage. APF is the nonprofit partner to the Municipality of Anchorage Parks and Recreation Department working in the space between local government and the people of Anchorage in community park and trail improvement projects.

### **POSITION OVERVIEW**

APF seeks a full-time (35 hours a week) Program Coordinator to join our team. The Program Coordinator is an Anchorage-based position that focuses on community projects that improve urban forest health, green public spaces, and involving youth in outdoor education. This position is ideal for someone skilled at project management, volunteer coordination, environmental stewardship, and comfortable working both in an office setting and outdoors on public lands. This position works collaboratively with all members of the organization. The coordinator is an active member of the Program Team. The position offers health care reimbursement, 403(b) retirement match, and a flexible work environment.

### **Major Responsibilities**

- Work with partners to manage community reforestation efforts including creating planting plans, sourcing appropriate seedlings, salvaging seedlings, managing materials and tools, securing greenhouse or storage space, protecting newly planted trees, and evaluating planting success.
- Plan outdoor community events with the goal of attracting and leading community members and volunteers in removing invasive weeds along greenbelts and replanting trees in areas impacted by spruce-bark beetle kill.
- Assist APF Program Team and community groups to implement park and trail improvement projects funded through Community Challenge Grants. Community-led projects may include art installations, building community gardens, creating food forests, establishing pickleball courts, building outdoor classrooms, or planting seedlings.
- Assist Youth Engagement Manager in the logistics and delivery of youth environmental education programs through Outdoor School in Parks, Schools on Trails, or other youth engagement initiatives.
- Provide project administration such as tracking volunteers, writing project progress reports, sharing project success stories, coordinating, and communicating effectively internally and externally with partners and community groups.

### **Preferred Qualifications**

- 2-3 years of experience or appreciation of community forestry, volunteerism, parks and recreation, youth environmental education, community engagement, or related area.
- Experience working with youth, ability to pass a background check, and meet Anchorage School District volunteer requirements.
- First aid and CPR certification required.

- Persuasive written and verbal communication skills.
- An ability to work independently, manage multiple priorities, and be a team player.
- Experience with Office365 Suite.
- Valid driver's license and own transportation for work-related responsibilities
- Professionalism and a willingness to learn what isn't known.
- Flexibility to attend off-hours events.
- A culturally responsive attitude and commitment to equity.
- A love of the outdoors.

#### **TO APPLY**

Please send a cover letter and résumé to [info@AnchorageParkFoundation.org](mailto:info@AnchorageParkFoundation.org). Include Program Coordinator in the subject line. **This position is open until filled, with first review of applications January 5, 2024.**

We seek to build an inclusive organization grounded in respect for differences and encourage applications from all qualified individuals without regard to race, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, ability, or veteran status.