



PROGRAM COORDINATOR

Salary: \$55,000 - \$65,000

Full Time (35 hours/week)

Position Overview

The Program Coordinator is an Anchorage-based position that leads community initiatives focused on urban forest health, green space restoration, and youth outdoor education. This role combines project management, volunteer coordination, and hands-on fieldwork. The ideal candidate is organized, collaborative, and passionate about environmental stewardship and community impact.

The Anchorage Park Foundation (APF) is a community-based nonprofit that mobilizes support and funding to improve Anchorage's parks, trails, and recreation opportunities. We expand access to outdoor recreation, strengthen community health, connect neighborhoods to nature, and foster civic engagement through programs that engage youth, and improve trails and playgrounds.

Benefits Include:

- Health care reimbursement
- 403(b) retirement match
- Generous PTO and holidays
- Wellness stipend
- Flexible, supportive work environment
- Meaningful work that leaves a lasting mark on Anchorage

Primary Responsibilities

- **Lead community reforestation projects** in partnership with local organizations. Lead tree planting initiatives, train volunteers in planting techniques, identify potential planting sites, salvage seedlings, manage materials and tools, and monitor planting success.
- **Plan and lead volunteer events** focused on invasive weed removal and forest revegetation in greenbelts and areas impacted by spruce bark beetle kill.
- **Support youth environmental education programs**, including assisting with planning and delivering Outdoor School in Parks for 5th graders.
- **Plan and support community engagement events**, coordinating logistics and partnering with community groups for celebrations, fairs, and park and trail improvement projects, including taking photos and videos to tell stories for communication channels.
- **Provide program and administrative support**, including maintaining digital maps and managing data, tracking volunteer participation, preparing reports, documenting project outcomes, and communicating with staff, partners, and community members.

Preferred Qualifications

- 2+ years of relevant experience (community forestry, volunteer coordination, environmental education, parks & recreation, or related field)

- Confident working with volunteers and youth in outdoor settings
- Organized, self-directed, and able to manage multiple projects
- Strong communicator with solid computer skills (Microsoft 365)
- Willing to obtain First Aid/CPR certification
- Available for occasional evenings and weekends
- Valid driver's license and reliable transportation
- Committed to equity, inclusion, and community-centered work
- Enthusiastic about being outside and making a visible difference

To Apply

Please send a cover letter and résumé to info@AnchorageParkFoundation.org. Include Program Coordinator in the subject line. This position is open until filled, with **first review of applications March 12, 2026**.

Anchorage Park Foundation seeks to build an inclusive organization grounded in respect for differences. We 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.