



Program Coordinator (Southeast PA)

Summary: Pennsylvania Master Naturalist seeks a part-time Program Coordinator to oversee the Pennsylvania Master Naturalist program in Southeast PA who resides in the Northern Piedmont ecoregion. This person will manage all aspects of this volunteer training and service program including recruitment, selection, core training, and service and continuing education activities of volunteers; assisting with fundraising; providing support to volunteers; and working in cooperation with partnering groups and community organizations.

About Pennsylvania Master Naturalist: Pennsylvania Master Naturalist is a 501 (c) (3) nonprofit organization with its central administrative office located in Elysburg, PA. Pennsylvania Master Naturalist is a cooperative program based on a national initiative that connects people with their local ecosystems through intensive natural science training and local conservation service work.

It is a venture directed toward developing a local corps of “master volunteers and service providers” to offer education, outreach, and service dedicated to the understanding and management of natural areas within their communities. It was founded on the belief that to sustain the state’s natural resources for future generations, cooperation among organizations and citizens is imperative.

By cultivating partnerships and training volunteers, the program has a broad, synergistic impact; it expands the reach of regional organizations to new audiences, facilitates the critically needed stewardship of urban and suburban ecosystems, empowers citizens to make responsible environmental choices, and promotes volunteerism and community action. Pennsylvania Master Naturalist is a year-round program with three core components: intensive natural science training, continuing education, and conservation volunteer service.

Duties:

Essential Functions:

- Oversee all functions of the Pennsylvania Master Naturalist program including program administration, marketing, program development, and volunteer recruitment, training, and supervision.
- Be proactive in building relationships with potential and existing Master Naturalist volunteers to understand volunteer interests and communicate program and volunteer expectations.
- Cultivate, manage, and coordinate productive relationships with a broad spectrum of natural resource and education professionals and partnering organizations in the administration of Pennsylvania Master Naturalist.
- Must be willing to travel throughout southeast Pennsylvania regularly and across the state as needed for meetings associated with the Master Naturalist program.
- Evaluate all aspects of the program from training of coordinators and volunteers to the participant assessment.
- Maintain and manage program database and contact records.
- Work to achieve Pennsylvania Master Naturalist program’s educational goals and objectives.
- Work closely with the President of Board of Directors as well as board committees to administer the Master Naturalist program.

Other Functions:

- Assist with development of program budget and track program finances.
- Support program fundraising initiatives.
- Set up and staff informational display at various conferences and events.
- Assist in the planning and coordination of Annual Meeting for Pennsylvania Master Naturalist participants.
- Research and write programmatic and educational materials grants.
- Oversee curriculum development working with related committees and advisors to ensure academic content.
- Assist with promotions and communications with stakeholders to ensure program growth.
- Other program administrative functions as needed.

Qualifications:

Required education: bachelor's degree at time of appointment with five years of experience related to position responsibilities. At least one degree in education, natural resources, environmental education, or a closely related field.

Required skills and abilities:

- Effective and efficient oral and written communication skills.
- Ability to develop, deliver, and evaluate educational programs.
- Evidence of skills in developing and maintaining effective working relationships with colleagues, partners, and stakeholders.
- Ability to work effectively with new and diverse audiences.
- Good organizational skills and ability to work independently and in a team setting.
- Must be self-motivated and goal oriented.
- Experience in grant writing and fundraising
- Ability to handle and prioritize multiple demands.
- Experience problem-solving.
- Experience with Microsoft Word, Teams, and Excel.

Preferred Experience:

- Experience in adult education and non-formal education.
- Experience in volunteer recruitment, training, and support.
- Experience in developing science curricula with emphasis on environment or natural sciences.
- Experience in managing and delegating tasks to staff members under their supervision
- Experience in evaluating program outcomes and impacts.
- Experience in developing and managing external funding sources.
- Experience with digital media and communication technologies.
- Experience with databases (Salesforce platform used for volunteer database).

Physical Requirements: This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements.

- Ability to lift and carry materials weighing up to 40 lbs.
- Ability to navigate uneven surfaces outdoors and perform standard full range of motion activities.
- Ability to traverse distances of .5 to 5 miles.
- Ability to work in natural areas including wetlands, forests, and fields.

Compensation: This role is a part-time, hourly position (15-20 hours/week); stipend of \$16-\$18/hour dependent upon experience; nonexempt and reports to the President/Executive Director but works

across departments, supporting fundraising, and communications. This is both an administrative and program position that may be asked to conduct work outdoors (varies by season). The person in this role is expected to travel to training and partner sites via their own transportation, occasionally transporting materials and supplies as well. Hourly stipend will be commensurate with qualifications including education and experience. Benefits include supporting meaningful conservation work throughout the state, a flexible work schedule, and paid training in all aspects of programming.

Location: This is a remote, work from home position. The candidate must reside in the Northern Piedmont ecoregion of Southeastern Pennsylvania. The candidate will be required to attend virtual meetings and staff training and be present in-person at volunteer training courses and other Master Naturalist activities.

To apply, please send a resume, cover letter, writing sample, and three professional references via email by March 10, 2023, to Michele Richards at info@pamasternaturalist.org. The position will remain open until it is filled.

Pennsylvania Master Naturalist does not discriminate on the basis of age, gender, race, national origin, ethnicity, religion, sexual orientation or disability in any of our policies or programs.