



**JOB DESCRIPTION:** Program Coordinator

**SUPERVISOR:** Education Director

**DATE:** November 6, 2025

**Available: Immediately and until filled**

### **SUMMARY OF POSITION**

The Environmental Resource Center is seeking an organized, energetic and creative person to serve as its Program Coordinator. The Program Coordinator, working closely with the Education Director, is primarily responsible for organizing and implementing the ERC's diverse education and outreach efforts which can include youth environmental education, Safe Routes to School, and others.

The Program Coordinator is a year-round, full time, salaried position. This position is directly supervised by the Education Director and may supervise program volunteers. Salary range is DOE \$40,000-44,000 annually.

### **DUTIES**

- Assists the Education Director in coordinating all aspects of program planning and implementation for programs.
- Develops and implement curriculum for education programs.
- Delivers education and outreach programs for children and adults.
- Participates in developing program goals that further the ERC's mission.
- Assists the Education Director with delivering Safe Routes to School program to Blaine County.
- Manages volunteers to assist, when necessary and appropriate, in program implementation.
- Works as part of a team to address other organizational responsibilities such as greeting visitors and answering the phone, managing program materials, etc.

### **REQUIREMENTS**

- Passion for the mission and goals of the Environmental Resource Center and a team player mindset.
- 1-2 years successful experience working in an environmental, education or other related field and/or Bachelor's or advanced degree, preferably in education or an environmental-related field.
- Possess an understanding of environmental issues, education practices, scientific principles and ecology dynamics.
- Demonstrated ability to facilitate programming.
- Ability to deal effectively and personably with a variety of people, including members, directors, staff and the general public.
- Must enjoy working with children and adults.
- Attention to detail and ability to organize and manage diverse activities, set priorities, and remain flexible under pressure.
- Ability to work independently and efficiently with minimal supervision.
- Ability to actively problem-solve using sound judgment and critical thinking.
- Ability to use current computer technologies, including Google Suites, Drop Box, and Microsoft Office to organize, plan and implement programs.
- Work is performed both in an office and field setting and requires physical effort including but not limited to: riding a bicycle, lifting 30-40lbs, climbing/descending steps, working outdoors with the possibility of inclement weather. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

**TO APPLY:** Please send a cover letter and resume to: **Hannah Davidson, [Hannah@ercsv.org](mailto:Hannah@ercsv.org)**

The Environmental Resource Center is an Equal Opportunity Employer

208.726.4333