



DO YOU LOVE WATER
AS MUCH AS WE DO?

PROGRAM COORDINATOR

WE'RE HIRING!

AmeriCorps Vista Position ONLY. All others need not apply.

Apply at <https://my.americorps.gov/mp/login.do>

For questions email collaborative@nolawater.org

Title: Program Coordinator

Position Period: August 12, 2019 – August 21, 2019
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Focus Area(s):

Primary: Stakeholder analysis and project planning for the organization's relaunch. This includes working with our organization's partners in water and green design, architecture, community advocacy, government and policy, and education to create a 3-year strategic plan to increase sustainability of the organization and create a local resiliency hub.

Secondary: Develop educational programming for youth that engages them in water and green infrastructure skills building, education, and design thinking.

Goals of the Program Director:

As the program coordinator, you will work closely with the Executive Director on 3 goals:

- Support the re-development and strategic plan of the Water Collaborative.
- Create your own program with the assistance of the Executive Director to increase youth involvement and education in water and green infrastructure.
- Work on daily communication with the water collaborative members and partners to increase our membership and visibility to all communities across southeast Louisiana.

Roles and Responsibilities

Support the Executive Director on phases of the strategic planning process,
Support visioning, design thinking, and innovation on branding, programming, and services,
Create a program that teaches youth about water and green infrastructure, using video games and technology as the prime tool for skill building and education,
Send out bi-weekly newsletter with content that is multi-media based,
Update social media regularly using a social media calendar and content creation,
Send reminders for programs and meetings and ensure all logistics are taken care of (location, food, materials, etc.),
Do annual assessment of programs and activities,
Create PR related items when needed,
Update member database regularly when needed,
Support members when they have questions, concerns, or suggestions,
Keep a tally of members privileges and yearly dues,

Preferred Skills:

Microsoft Suite

Google Suite

Strong Writing Skills

Knowledge of Quantitative and Qualitative Data Collection

Strong Verbal and Written Communication Skills

Adaptive and Resourceful under stressful situations

Background in Design Thinking and Social Innovation Highly Recommended

Interest in Multi-Media and Art Highly Recommended.

Experience in Water and Green Infrastructure Helpful But Not Required.

Experience in Non-profit Management/Programming Helpful But Not Required

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