

Job Posting: Vida Verde Director of Events & Administration



Organization Overview:

MISSION STATEMENT

Vida Verde is a nonprofit that promotes educational equity by providing free, overnight, environmental learning experiences for students who don't otherwise get the opportunity.

We are a mission-driven organization that provides 3-day, 2-night outdoor education programs free of charge to low-income/underserved 4th-6th graders, along with a summer leadership camp for teens, and family weekend hikes. We are also a small, tightly knit, & exciting team. Our jobs are the best, and so are the people who work here!

Our staff members are at the heart of Vida Verde, and we value physical and mental health and wellness, along with professional development and growth. To that end, we actively invest in people and strive to rise above the status quo. We offer health/vision/dental benefits, a retirement plan, paid vacation, pro deals, and funding for professional development workshops and conferences.

We have an intentionally inclusive work environment and a staff and board that increasingly resembles the diversity and richness of the communities we have the privilege to work in.

Position Overview: This is a 40-hour/week, full-time, exempt (salaried) position, reporting to the Executive Director. The Director of Events and Administration will oversee and organize all external and internal Vida Verde events, ensure that the calendar of classes attending Vida Verde is full and all teachers and schools are well prepared for their trip.

Job Description

Events Management 65%

Plan, organize, and manage all Vida Verde events (internal and external) to success using the organization's established systems and practices, a high level of project management skills and professionalism, along with creativity and a detail-oriented approach.

Events include, but are not limited to: The annual Benefit & Celebration, Donor Circle Farm Dinner, Colorado College volunteer day, Annual Planning Committee Retreat, Summer Donor & Volunteer Appreciation Party, End of the School Year Staff Party, Staff Teambuilding Retreat, Capital Campaign & Project Events and approximately 5 other volunteer days throughout the year.

Responsibilities

- Set goals/outcomes for each event
- Analyze the success of the event at achieving its goals and make updated notes and systems for future similar events
- Using project management software (Monday.com), plan events from start to finish, often managing an event planning team
- Source supplies and negotiate with vendors (rentals, caterers, musicians, flowers, etc.), build relationships
- Adhere to event budget
- Hire & supervise personnel for events (staff, bands, caterers, etc.)
- Lead promotional activities for the events (email marketing, etc.), and communication with all involved
- Ensure event runs smoothly and quickly resolve problems that might occur
- Assist in helping participants prepare/practice presentations. Collect, store and provide talking points from previous year's event
- Collaborate with other team members
- Lead set up and take down of events
- Brainstorm creative ideas for new events and ways to engage the Vida Verde donors/community
- Work with facilities team to ensure site(s) are ready for events
- Manage any event follow up (sending thank yous, sharing photos, etc.)

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Scheduling & Calendaring 30%

This has 2 fundamental parts: 1. Ensure that the calendar of classes attending Vida Verde is full and organized each year, and that all teachers and students are well prepared for their trip. 2. Ensure that all internal events/happenings are scheduled clearly for all team members.

Responsibilities:

- Scheduling & calendar management of all: holidays, work events, meetings of more than 2 people.
- Program Scheduling: Manage all class scheduling in the spring of each year for the following school year. This includes close correspondence with teachers and school leaders, ongoing follow up, and coordinating a complex calendar to ensure 31 class visits each school year
- Maintain school/teacher contacts spreadsheet
- Wait List: Manage the waitlist to fill any openings that occur
- Teacher Support: Be the first contact with teachers in preparation for their trips regarding scheduling and basic questions about the camp experience. Direct teachers to the Head of Program (or their designee) when needed.
- Provide teachers schools with informational planning materials in advance of their trip.
- Help make sure schools are on track to come on their V.V. trips: chaperones and transportation are booked, district permissions are obtained, etc.
- Parent/Guardian Presentations: Coordinate presentations for students and their guardians with teachers and our program staff. Make the presentations as needed in person or virtually
- Printed Materials: Prepare printed materials for each class trip
- Follow up post trip to ensure evals and student letters are received in a timely manner.

Volunteer Coordination 5%

- Be the first point of contact for all volunteer inquiries, whether from individuals, small groups, or corporations
- Collaborate with the Facilities Team Manager, schedule annual and weekly volunteer visits and help organize projects, set up, clean up and food needs

***As opportunities arise other responsibilities may be included by mutual agreement.**

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Desired Qualifications (not all are required)

- Alignment with Vida Verde's Mission and values (see bottom of this doc)
- Positive, direct, clear communicator and active listener
- Events management know-how and success (or extreme chutzpah!)
- Positive human relationship builder
- Project management experience (launching, assigning tasks, tracking, communication/reporting, assuring success/timely completion, hitting all main goals)
- Success managing multiple priorities
- Can do, "make it happen" outlook
- Experience in/with schools
- Multilingual
- Experience in/with (or from the) communities that Vida Verde serves
- Ability to be decisive under pressure and in alignment with the organization's goals and desired outcomes
- Ability & interest in participating actively with a committed team
- Enjoys organizing and being responsible

Compensation:

Annual salary \$60-\$70k dependent on experience.

Retirement benefits offered

Coverage offered with the organization's medical, dental, and vision insurance plans.

(Vida Verde contributes \$200 monthly to the plan of your choosing from several available.)

Paid sick leave and paid time off.

Use of sites' facilities: hot tub, trail, kayaks, creek, farm food, etc.

Pro Deals (deep discounts on products from: Smartwool, Patagonia, Prana, and others.)

Site: Vida Verde's farm and office main site are located in San Gregorio, CA 94074. It is a 25-acre property, 1 hour from San Francisco, 45 minutes from Santa Cruz, and 5 minutes from the coast. The nearest town is Half Moon Bay, which is 15 miles away.

Remote work up to 2 days/week is a possibility. Work on site at least 3 days/week is required.

Application Procedure: Send Letter of Interest, Resume, 3 References and any other materials you wish by EMAIL ONLY to: Shawn Sears at Shawn@Vveducation.org, Laura Sears at Laura@Vveducation.org, and Paula Alves at Paula@Vveducation.org

Org website: www.Vveducation.org Position Open until filled

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**Vida Verde is committed to building a staff that is reflective of the incredible diversity of our communities and of the students we serve. Because we are committed to increasing the diversity of our workplace, people of color, women and individuals from diverse backgrounds are encouraged to apply.*

Vida Verde is an equal opportunity employer and does not discriminate on the basis of race, color, religion (includes religious beliefs, observance or practice, including religious dress), sex, sexual orientation, gender, gender identity or expression, transgender status, pregnancy, childbirth or related condition (including breastfeeding), marital status, national origin, veteran status, ancestry, age, medical condition, genetic characteristics, family care status, registered domestic partner status, or any other consideration made unlawful by applicable laws. All applicants will be evaluated and job offers made based on experience and merit.

VALUES OF VIDA VERDE

Organization Mission

Vida Verde is a nonprofit that promotes educational equity by providing free, overnight environmental learning experiences for students who don't otherwise get the opportunity.

We Value

The Mission First

We are a mission-centric organization. We make every decision with the kids' benefit and the mission as our guide. We specifically tailor the program to meet the unique needs of the kids we serve, with deep respect for students and their communities.

Persistent Improvement and Our Best Practices

We are driven to continually improve and reach the highest standards across the organization for the benefit of the kids we serve. From program quality to healthy communication, from strategic goal setting to prioritization: we utilize simple, documented systems. We are detail-oriented, reflective, and strive to serve as a model. We balance our best practices and lessons from our history with innovation and inspiration for improvement.

The Environment and Natural Resources

We practice responsible and long-term thinking regarding land stewardship, facility management, building, and design. Using resources wisely, we value the earth's resources over convenience and cost, and share that value with the greater community.

Relationships and Community

People are at the heart of this work. We strive to create long-lasting relationships with our staff, supporters, students, and teachers. We believe that by honoring and including diverse perspectives, our organization is stronger and more sustainable. We believe in love, not hate. We help different people see each other and all that we share in common, as well as what we can learn from each other.

Making It Happen

We overcome outrageous obstacles and successfully achieve ambitious goals by using a combination of resourcefulness, a positive mindset, and our team's diverse set of skills and experiences, without compromising our work/life balance and well-being. We know that beliefs lead to actions, which lead to results. We "make it happen" even when circumstances would lead most to think progress impossible.

VIDA VERDE JUSTICE, EQUITY, DIVERSITY, & INCLUSION (JEDI) STATEMENT

We acknowledge that:

Everything is not okay.

We live in a world and society with personal, structural, and institutional injustice based on race, gender, sexual orientation, and other differences. This is affecting the lives of the Vida Verde students and the Vida Verde community in myriad profound ways.

We see our role as:

We have a deep commitment to examining, understanding, and working intentionally, every day, and for the long run to do our small part in dismantling the pieces of institutional injustice that we are able to. Vida Verde is one of the few outdoor education organizations that is focused on educational equity, and is dedicated to engaging Bay Area youth from low-income families and communities who do not have free access to outdoor education experiences. Even though equity is a cornerstone of Vida Verde's mission, intentionally and actively engaging in Justice, Equity, Diversity and Inclusion (JEDI) work more holistically will only continue to support these young people in accessing quality culturally relevant and inclusive nature education experiences that translate to positive outcomes in their traditional classrooms.

Why?

- Culturally relevant outdoor programs better engage students, and support them in developing necessary critical thinking skills, improving their health and wellness, and more meaningfully connecting them to the land and food, and often fostering a passion and interest in the outdoors.
- The future of the environment is tethered to connecting the diverse youth of today to the outdoors.
- Research shows diversity in staff, an inclusive workplace culture, and culturally responsive practices lead to both better experiences and outcomes for students, and better attraction and retention of talented staff.
- Vida Verde aspires to serve as a blueprint/model for other values-aligned organizations (especially outdoor education organizations) who are looking for an example in JEDI work.

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Our vision:

We envision a future where all people have access to quality experiences in the outdoors, which have the power to profoundly impact hearts, minds and bodies.

Our commitments:

- To steadfastly work toward our mission to promote educational equity by providing culturally relevant, free, overnight, environmental learning experiences for students who don't otherwise get the opportunity.
- Through culturally relevant programming, work to ensure Vida Verde students view nature as a place **FOR** them; a place they have a fundamental right to access, and a place that may influence them as leaders to vote, act and spend with the environment in mind.
- To build and grow a more racially diverse staff and board, and foster an inclusive culture within Vida Verde where all staff, donors and volunteers feel they are valued and belong.